Job Description: Director of Annual Campaign

Reports to: Executive Director

FLSA Status: Exempt (as applicable)

Who You're Responsible For

You're responsible for the donor who has given $18 every year for decades because Jewish Tulsa is part of the story of their family.

You're responsible for the young family walking into the JCC for the first time, wondering if there is a place for them here.

You're responsible for the community member who felt alone after October 7 and needed to know that Jewish life in Tulsa was not retreating, hiding, apologizing, or shrinking.

You're responsible for the volunteer who cares deeply but needs someone to help them turn that care into action.

You're responsible for the child at Camp Shalom, the student visiting the Sherwin Miller Museum, the senior looking for connection, the Israeli speaker bringing clarity in a confusing time, and the person who has not yet discovered that Jewish Tulsa can be their home.

And you're responsible for helping make sure the resources are there to serve all of them.

This is not just a fundraising job. It is a relationship-building job. It is a community-building job. It is a Jewish future job.

Jewish Tulsa is working to build the model Jewish community for the post-October 7 world: proud, connected, secure, creative, Zionist, welcoming, intellectually serious, and full of life. We are innovative. We are willing to try things. We are not interested in managing decline or doing things simply because they have always been done that way. We are building with urgency, imagination, and passion.

The Director of Annual Campaign will help fuel that work.

About Jewish Tulsa

Jewish Tulsa is the central address for Jewish life in Tulsa and Eastern Oklahoma. Through the Jewish Federation of Tulsa, the Charles Schusterman Jewish Community Center, the Tulsa Jewish Community Foundation, and the Sherwin Miller Museum of Jewish Art, we serve our community through education, culture, philanthropy, security, Israel engagement, advocacy, programming, and care.

We believe small and mid-sized Jewish communities have an enormous role to play in the future of American Jewish life. In a time of rising antisemitism, communal uncertainty, and deep questions about Jewish identity and belonging, Tulsa has an opportunity to model something different: a Jewish community that is proud, warm, serious, joyful, and unafraid.

That work requires people who believe in Jewish community as a calling.

The Role

The Director of Annual Campaign will lead Jewish Tulsa's annual campaign efforts and help strengthen the culture of philanthropy across the organization.

This person will work closely with the Executive Director, Senior Director of Strategic Philanthropy, Campaign Chair, board members, volunteers, donors, and community leaders to grow the annual campaign, deepen donor relationships, and connect people to the mission and impact of Jewish Tulsa.

The right candidate will understand that fundraising is not primarily about asking people for money. It is about listening carefully, building trust, telling the truth about what is needed, and helping people participate in something larger than themselves.

What You'll Own

Annual Campaign Strategy and Execution

You will help build and execute a thoughtful, ambitious, and organized annual campaign. That includes campaign planning, goal-setting, donor segmentation, pledge follow-up, stewardship, reporting, and volunteer coordination.

You will track progress, identify opportunities for growth, and help ensure that campaign activity is consistent, disciplined, and relational.

Donor Relationships

You will build authentic relationships with current and prospective donors.

You will meet with donors, listen to what motivates them, understand their connection to Jewish life, and help them see how their giving makes a difference.

You will help donors connect to the work that moves them most, whether that is Jewish education, Israel, security, young families, the JCC, the museum, Holocaust education, community care, or the future of Jewish life in Tulsa.

Volunteer Leadership

You will work with the Campaign Chair(s) and campaign volunteers to build a strong, energized campaign culture.

You will help recruit, train, support, and prepare volunteers for donor conversations. You will make sure they have the tools, information, confidence, and follow-up they need to be successful.

Stewardship and Storytelling

You will help tell the story of Jewish Tulsa's impact.

That means working with the communications team and professional leadership to create donor updates, campaign materials, impact reports, solicitation language, thank-you notes, and stewardship pieces that feel real, human, and compelling.

Our donors should never wonder whether their gifts matter. You will help make sure they know they do.

Systems and Follow-Through

You will help manage the systems that make good fundraising possible.

That includes maintaining accurate donor records, tracking pledges and conversations, preparing reports, supporting acknowledgment processes, and coordinating with finance and operations staff.

This is a relational role, but details matter. Trust is built not only in big conversations, but in the small things done well.

Who You Are

You are warm, curious, and relationship-driven.

You like people. You remember details. You can sit with a major donor, a young parent, a board member, a volunteer, or a first-time visitor and make each of them feel seen.

You are organized without being rigid. You can manage a plan, track a deadline, and follow through on a promise.

You are comfortable making an ask, but you do not treat donors like transactions.

You believe Jewish life matters. You understand, or are eager to understand, why the post-October 7 world demands stronger, prouder, and more connected Jewish communities.

You are excited by the idea of helping build something that could become a model for others.

You are not looking for a sleepy institutional job. You are looking for meaningful work with real stakes.

Qualifications

- Experience in fundraising, nonprofit development, sales, community engagement, Jewish communal work, public affairs, or a related field.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Comfort meeting with donors and asking for philanthropic support.
- Strong organizational skills and attention to detail.
- Ability to manage multiple relationships, projects, and deadlines at once.
- Experience working with volunteers, boards, or lay leaders preferred.
- Familiarity with donor databases or CRM systems preferred.
- Commitment to Jewish life, Jewish peoplehood, Israel, and the mission of Jewish Tulsa.
- Ability to work occasional evenings and Sundays for donor meetings, programs, and community events.

What Success Looks Like

In this role, success means the annual campaign grows — but not only that.

It means more donors feel connected to Jewish Tulsa.

It means volunteers feel equipped and inspired.

It means giving becomes more joyful, more intentional, and more deeply tied to impact.

It means people understand that Jewish Tulsa is not simply asking them to support an institution. We are inviting them to help build the Jewish future.

Compensation and Benefits

Compensation will be commensurate with experience. Jewish Tulsa offers a competitive benefits package, a meaningful work environment, and the opportunity to help shape one of the most exciting Jewish communities in the country.

To Apply

Interested candidates should submit a resume and cover letter: federation@jewishtulsa.org. Applications will be reviewed on a rolling basis.

Jewish Tulsa is an equal opportunity employer and welcomes candidates of all backgrounds who are committed to our mission and values.