



**Assistant Director, Foundation Relations  
American Jewish Committee  
Hybrid and accessible to one of AJC's regional or national offices**

AJC seeks a **mission driven, proficient writer and communicator** with experience in successful institutional fundraising. The Assistant Director, Foundation Relations will bring **experience in grant writing** for non-profit organizations and **a familiarity with national foundation funders**. Driven by **curiosity, attention to detail** and a **passion for writing**, the successful candidate will have experience **engaging programmatic and finance colleagues** to generate winning grant proposals.

A member of the AJC National Development team, the Assistant Director, Foundation Relations will join AJC at a pivotal time and will be a valued partner in engaging new funding partners and renewing loyal foundation support.

Annually, more than \$12M is raised from restricted gifts – from major donors, national private foundations, family foundations, and Jewish Federations. Among AJC funders are the Ford Foundation, The Klarman Foundation, William Davidson Foundation, The Jacob and Hilda Blaustein Foundations, and dozens of others. The Assistant Director will be responsible for crafting both proposals and annual reports for funders and will have the opportunity to identify and engage new funding sources.

The Assistant Director does all this while adhering to AJC's core values: ***Respect, Teamwork, Integrity, Excellence, and Accountability.***

**Fundamental to AJC's mission is our belief in pluralism. Diversity makes us strong, and we are committed to embracing differences of experience, thought, and culture. We strongly encourage candidates of all backgrounds to apply for this position.**

AJC is an equal opportunity employer. AJC celebrates diversity and is committed to creating an inclusive environment for all employees. Furthermore, it does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

To learn more about this exciting new role, please send a cover letter and resume to Wendy Wilsker, Managing Partner, Boyden at [wwilsker@boyden.com](mailto:wwilsker@boyden.com)