

Job Announcement
Jewish Community Foundation of San Diego
Operations and Technology Associate

About The Jewish Community Foundation

The Jewish Community Foundation partners with individuals, families and community organizations to help them achieve their philanthropic goals. As a leading resource for philanthropy in San Diego, the Foundation manages approximately \$300 million in assets and has facilitated over \$1 billion in grants since 1967. The JCF is a national model for its legacy endowment building and youth philanthropy programs.

Essential Duties and Responsibilities

- Technology and customer service support for new donor grantee portal, social media content, constant contact and related duties
- Facilitates the preparation of governance materials; board and committee, workshops and seminars, including calendaring and scheduling
- Works with Philanthropy Officer in staffing the Jewish Women's Foundation including scheduling meetings, coordinating projects, communicating with JWF leadership and members, and managing special events
- Back up to Grants Officer, including grants process, and communication with donors and grantees
- Assists in preparing donor proposals and other donor services tasks as needed
- Analyze and review donor services data to support the department, including preparation of reports
- Coordinate special event logistics and other needs for all departments, including milestone signature event
- Completes special projects as assigned and support other office functions

Desired Skills and Experience

- Working knowledge of database systems and experience in social media platforms
- Detail oriented with strong organizational skills
- Excellent communication skills
- Creative, self-starting, independent work style with ability to manage multiple priorities
- Reliable, cooperative, excellence attitude in customer service
- Strong technical skills, including ability to train others
- Knowledge of full Microsoft Office Suite and other products
- Balance independent work requirements and collaborative team projects
- 2-3 years' minimum experience in related work experience

Compensation

Commensurate with experience.

Competitive benefits package including medical, dental, vision, matching 403(b) and pension, life insurance, long-term and short-term disability.

To Apply

Email cover letter and salary history with resume to resume@jcsandiego.org.