

Job Announcement
Jewish Community Foundation of San Diego
Foundation 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 over \$330 million in assets and has facilitated over \$1.2 billion in grants since 1967. The JCF is a national model for its legacy endowment building and youth philanthropy programs.

Essential Duties and Responsibilities

- Provide administrative support to executive team and other staff
- Assist with phone coverage
- Support office needs for calendaring and scheduling
- Facilitate the preparation of meeting materials, workshops and seminars
- Assist in preparing documents, agreements, letters and other tasks as needed
- Analyze donor services data, including tracking of metrics and goals
- Support donor and grantee integration into new system
- Coordinate special event logistics and other needs for all departments
- Significant support and coordination for milestone 50th anniversary event
- Complete special projects as assigned and support other office functions
- Work with Philanthropy Officer in staffing the Jewish Women's Foundation and other programs including scheduling meetings, coordinating projects, communicating with leadership, and managing special events

Desired Skills and Experience

- Detail-oriented with strong organizational skills
- Knowledge of Microsoft Outlook, Office, Word, Excel, PowerPoint and other products
- Excellent verbal and written communication skills
- Creative, self-starting, independent work style with ability to manage multiple priorities
- Reliable, cooperative, excellent attitude in customer service
- Balance independent work requirements and collaborative team projects
- Familiarity with Constant Contact and MailChimp a plus
- 2 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.