

Job Announcement
Jewish Community Foundation of San Diego
Foundation Associate

About The Jewish Community Foundation

The Jewish Community Foundation (JCF) partners with individuals, families and community organizations to help them achieve their philanthropic goals. We believe that every individual has the power to make a difference and together we can change the world. As a leading resource for philanthropy in San Diego, the Foundation manages over \$430 million in assets and has facilitated over \$1.4 billion in grants since 1967. The JCF is a national model for its legacy endowment building and youth philanthropy programs.

Essential Duties and Responsibilities

- Answer phone in professional manner and transfers calls
- Prepare daily deposit and credit card gifts
- Facilitate the preparation of meeting materials, workshops and seminars
- Assist in preparing documents, agreements, letters and other tasks as needed
- Prepare tax acknowledgments within three business days of deposit
- Analyze donor services data, including tracking of metrics and goals
- Support office needs for calendaring and scheduling
- Coordinate special event logistics and other needs for all departments
- Complete special projects as assigned and support other office functions

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

\$44,000 - \$46,000

Competitive benefits package including vacation, sick, 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@jcf sandiego.org.