



JOB ANNOUNCEMENT

Philanthropy Officer

OVERVIEW OF THE JOB

This role is ideal for someone passionate about engagement, education and helping philanthropists make meaningful impact in the world. The Jewish Community Foundation (JCF) serves families and individuals who hold philanthropic funds with the JCF. As part of JCF's Donor Services team, the Philanthropy Officer will inform and inspire donor through educational content, communications, and events. Additionally, a major responsibility is to serve as the lead educator and coordinator of JCF's popular and successful Jewish Teen Foundation.

ABOUT THE JEWISH COMMUNITY FOUNDATION

The Jewish Community Foundation inspires, educates and engages with individuals and families to make them effective philanthropists and social investors, all through a lens of Jewish values. JCF develops and manages philanthropic vehicles and assets, including donor-advised funds, endowments, and organizational funds. A philanthropic innovator, the JCF is a leading community foundation in offering impact investment opportunities to its donors. JCF is also renowned nationally for its Endowment Leadership Institute, a model that has been replicated across the country.

Over the past 50 years, the JCF has granted more than \$1.6 billion to 6,000+ organizations on behalf of more than 1,000 donors, making it the largest grantor in San Diego. Nearly \$1 billion of these funds have assisted organizations in our immediate community; close to \$500 million has supported Jewish causes.

The work of our 15-member staff and 21-member Board is guided by JCF's two core beliefs:

1. We believe in the power of every individual to make a difference and that together we can change the world.
2. We believe in the innate value of Jewish tradition, of living Jewish values in the present and ensuring a vibrant Jewish future.

DONOR SERVICES

Co-create and execute on a comprehensive plan to engage those fundholders JCF currently has limited interaction with, through 1-on-1 communications, content creation, and educational events.

- Support the Donor Services team on initiatives for new fundholders, high net worth individuals and families, professional advisors, non-profit organizations, and the Jewish Women's Foundation.
- Use Salesforce CRM to analyze fundholder data and produce regular reports to enable targeted engagement of current and prospective donors.
- Responsible for calendaring and scheduling meetings.

JEWISH TEEN FOUNDATION

The Philanthropy Officer will also act as lead educator and coordinator for JCF's Jewish Teen Foundation. This role, approximately 5-15 hours per week, depending on the time of year involves:

- Educating and inspiring a cohort of about 20 high school students as they learn the importance of Tzedakah (the ethical obligation to give).
- Teaching students how to consensus build as they work together to choose focus areas, send Requests for Proposals to nonprofit organizations, fundraise, and make grant decisions.
- Acting as the coordinator between students and nonprofit professionals.
- Building relationships with JTF parents and education them about JCF.

ABOUT YOU

- A bachelor's degree and at least 3-5 years professional experience in an educational, nonprofit, fundraising or related setting;
- Very strong interpersonal skills, high EQ, and ability to professionally interact with stakeholders ranging from teenagers to senior community members;
- Informal/formal educator experience with teens or young adults, and related group facilitation experience
- JCF implemented a mandatory work at home policy in response to the pandemic. While it is anticipated staff will return the office at the appropriate time, this position may be eligible for a hybrid office/work at home schedule at a later date.

How to Apply: Please submit a resume and cover letter via email to: resume@jcfsandiego.org

Note: Depending on level of experience, we may hire at either a Philanthropy Officer level or Philanthropy Coordinator level for less than 5 years of professional experience.