



JOB ANNOUNCEMENT

Legacy Program Manager

ABOUT THE JEWISH COMMUNITY FOUNDATION

The Jewish Community Foundation of San Diego (JCF) 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 \$1.8 billion to 7,000+ 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 17-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.

OVERVIEW OF THE JOB:

Coordinates and facilitates endowment building and governance with Jewish organizations, synagogues, and individuals. Helps to develop, plan, and implement programs for specific target audiences in support of planned giving and governance.

Overall Responsibilities:

Legacy Program Development:

- Assists the Chief Impact Officer with the Endowment Leadership Institute (ELI), Create a Jewish Legacy, Governance Leadership Institute (GLI) and other Legacy related activities, including:
 1. Assists in staffing ELI/GLI committees
 2. Helps to manage the ELI/GLI sessions
 3. Provides coaching for organizations as needed
 4. Facilitate sessions including engaging guest presenters
 5. Coordinate and review Legacy Program marketing
 6. Assists in creating the ELI/GLI /Legacy budgets

- Provides support to Agencies, Day Schools and Synagogues with their endowment-building efforts.
- Delivers public presentations about the Foundation and Create a Jewish Legacy program.
- Organizes and helps coordinate the legacy gifts process, including the development of current and testamentary agreements.
- Assists in producing technical planned giving illustrations.
- Maintains testamentary database, including creation of reports.
- Responsible for coordinating the stewardship of the Foundation's Legacy gifts according to Foundation Endowment Policies and Procedures.
- Identifies and meets with individuals to create charitable plans.
- Supports Chief Impact Officer with national legacy development projects.
- Review the obituaries and related announcements daily to inform and advise of any Jewish community passing to honor their legacy.
- Assist Chief Impact Officer and team with expansion of programs to other areas of endowment building in the community-at-large.

General

- Maintains and ensures donor confidentiality.
- Builds strong relationships with lay and staff leadership with Jewish organizations and synagogues.
- Represents the Foundation in the community at large.
- Schedule and coordinate Legacy and other meaningful conversations for Chief Impact Officer.
- Undertakes other projects or responsibilities as requested.

SKILLS AND QUALIFICATIONS:

- B.A. preferred
- Knowledge of the Jewish community.
- Strong communication, interpersonal and collaboration skills.
- Experience conceptualizing, initiating, and completing projects with limited oversight.
- Ability to work closely and cooperatively with a wide range of people.
- Positive, service-oriented attitude with attention to detail.
- Demonstrates understanding of principles involved in the operation of a non-profit organization, board-staff relationships, needs of philanthropists and the Jewish community.

REPORTING RELATIONSHIP:

- Reports to Chief Impact Officer

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