



JOB ANNOUNCEMENT

Program Associate

ABOUT THE JEWISH COMMUNITY FOUNDATION

Individuals can make a difference; together we change the world. This is the Jewish Community Foundation's (JCF) core belief. The JCF combines donor-driven philanthropy, investing and education for maximum benefit in the community. 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 around \$1.9 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.

OVERVIEW OF THE JOB:

The Program Associate is a full-time, exempt position that reports to the Director of Human Resources and Administration.

Overall Responsibilities:

- Schedule and maintain calendars for President & CEO and Chief Impact Officer.
- Notify Jewish Federation's Front Desk Coordinator of visitors for President & CEO and Chief Impact Officer.
- Complete expense reports for President & CEO and Chief Impact Officer.
- Program Support for ELI/GLI/TCA/PAC
 - Manage calendar of programs and events, reserve program spaces
 - Support creation of program materials, communications, marketing, evaluations, and other needs
 - Set up spaces for programs and coordinate other needs such as catering.
 - Purchases supplies and materials.
 - Coordinate with any other organizations involved in the event.
- Meetings/Events
 - Maintain calendar and assist with scheduling.
 - Materials preparation
 - Room setup
 - Help coordinate catering and other supplies needed.
 - Collect RSVPs and send guest list to building Jewish Federation's Front Desk Coordinator.
 - Assist with other special events.

- Communications
 - Maintain social media, Facebook, X, and LinkedIn.
 - Assist with providing information, copy, and with social media scheduling and content management to Marketing Officer.
 - Regular review of website for content accuracy.
 - Backup for digital communication as needed.
- Governance support
 - Provide assistance to Supporting Foundations; take meeting minutes.
 - Administrative support for quarterly Board and committee meetings, including materials preparation, technology assistance, management of attendance, room setup.
- Completes special projects as assigned and supports other office functions.
- Assist the Foundation Associate with answering phones in a professional manner.

SKILLS AND QUALIFICATIONS:

- 2 – 4 years of office experience.
- Proficient in all Microsoft Office applications.
- Experience in Salesforce a plus.
- Comfortable and competent with technology and eager to learn new systems and processes.
- Excellent communication skills – both written and verbal.
- Demonstrated ability to organize and prioritize multiple ongoing activities.
- Excellent customer service skills
- Commitment to detail.
- Strong interest in working in the nonprofit sector for a values-driven organization.

REPORTING RELATIONSHIP:

- Reports to the Director of Human Resources and Administration.

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

Salary Range - \$55,000 – \$59,000