



JOB ANNOUNCEMENT

Foundation 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 Foundation Associate is a full-time, exempt position that reports to the Director of Human Resources and Administration with primary responsibilities including answering phones and navigating the front desk responsibilities.

Overall Responsibilities:

- Handle front desk responsibilities in a welcoming manner.
- Update and maintain database.
- Enter contacts in Salesforce for multiple staff members.
- Responsible for answering phones in a professional and welcoming manner.
- Welcome and receive all JCF guests.
- Open, distribute incoming mail and postage outgoing mail.
- Maintain the daily gift receipt log with accuracy.
- Coordinate and update the master calendar.
- Prepare and mail tribute letters and special occasion cards for donors.
- Ensure all fund agreements are routed, saved, and filed in a timely manner.
- Backup for DocuSign.
- Responsible for public meeting rooms being fully stocked and tidy daily.
- Match and file grant distribution summary reports weekly.
- Order and manage supplies for the office.

- Keep inventory of JCF stationery materials.
- Review and distribute daily faxes.
- Provides administrative support to the staff as needed.

SKILLS AND QUALIFICATIONS:

- 1 – 3 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.
- Excel at detailed and task-oriented work.
- Demonstrated ability to organize and prioritize multiple ongoing activities.
- Excellent communication skills – both written and verbal.
- 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 - \$53,000 – \$56,000