



JOB ANNOUNCEMENT

Program Coordinator

ABOUT THE JEWISH COMMUNITY FOUNDATION

The Jewish Community Foundation (JCF) is a trusted philanthropic partner where giving finds a community, connecting individual generosity to shared purpose. JCF compounds your impact, strengthening Jewish life and responding to urgent community needs today and for generations to come.

Giving through JCF is personalized, with tax-efficient strategies including donor advised funds, endowments, and organizational funds. The JCF team optimizes philanthropy and community benefit with expertise in investment management and deep connections with changemakers. A recognized innovator, JCF is a leader in impact investing and planned giving options.

For nearly 60 years, JCF has granted more than \$2.3 billion to more than 7,000 organizations on behalf of over 1,000 donors, making it one of the largest grantmakers in San Diego.

OVERVIEW OF THE JOB:

This position produces JCF's programs and community experiences from set ups to menus and timelines to A/V. The ideal candidate will put together seamless, sophisticated donor events, gatherings, and educational initiatives so that they deepen engagement and connection.

This role requires a highly collaborative and organized professional who thrives in a fast-paced environment, enjoys creating order from complexity, and keeps multiple priorities moving forward with ease.

Working closely with program leadership, the Program Coordinator translates strategy into memorable events that get people talking and taking action. This requires managing timelines, coordinating stakeholders, maintaining program data and documentation, and ensuring every detail is executed with precision and follow-through.

Overall Responsibilities:

Support planning and execution for polished, engaging experiences across a portfolio of programs such as JPro, Fundraising Fridays, other nonprofit and donor education activities, community engagement events, workshops, and professional gatherings.

Build and manage detailed timelines and logistics that keep multiple programs running seamlessly from concept to execution.

Own the participant journey, from registration and participant communications to follow-up, creating a smooth and thoughtful experience throughout.

Coordinate logistics including scheduling, technology platforms, and venue coordination to deliver high-quality in-person and virtual experiences.

Capture and track program impact through notes, recordings, and reporting that inform future strategy.

Pinpoint opportunities for efficiencies, streamlining, and greater consistency across programs.

Provide flexible administrative support to advance programs and priorities.

Provide support and back up for legacy gift documentation and donor commitments.

SKILLS, QUALIFICATIONS AND ESSENTIAL FUNCTIONS

Successful candidates will demonstrate:

- Exceptional organizational and project management skills, with the ability to handle multiple initiatives simultaneously.
- A proactive, solutions-oriented mindset, anticipating needs and addressing challenges before they arise.
- Strong communication and interpersonal skills, enabling effective coordination with colleagues, leadership, and external stakeholders.
- A commitment to high-quality service and professionalism in all interactions with staff, participants, and community partners.
- Strong operational and systems thinking, including comfort using technology platforms for scheduling, registration, and program tracking.
- 3 - 5 years' experience preferred.

Preferred experience includes program or operations management in nonprofit, education, or community-focused organizations.

REPORTING RELATIONSHIP:

- Reports to the Executive Vice President & Chief Impact Officer

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

Salary Range - \$70,000 - \$73,000 JCF offers a competitive benefits package

JCF is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees