

Position Title: Associate Director, Jewish Community Foundation
Reports to: VP, Jewish Community Foundation

Position Summary: The Associate Director of the Jewish Community Foundation will work with volunteer leadership and the Foundation VP to implement a comprehensive planned giving program for the Jewish Federation of Palm Beach County, its partner agencies and local synagogues. The Associate Director will help foster a collaborative financial resource development environment to integrate campaigns, recognize endowment donors and ultimately build a solid financial base for the future of the Greater Palm Beach Jewish Community.

Essential Duties and Responsibilities:

- Serve as the local coordinator of the Life & Legacy program, a 4-year partnership program of the Harold Grinspoon Foundation that assists communities across North America to promote after-lifetime giving to benefit Federation, partner agencies, Synagogues and other Jewish organizations. Through trainings, support, marketing and monetary incentives, the local coordinator motivates Jewish organizations to secure legacy gifts, steward donors and integrate legacy giving into the philanthropic culture of the Jewish community
- Lead staff for Federation Legacy Committee
- Build and cultivate relationships with select donors and prospects, including solicitation, stewardship and cultivation of planned gifts - donor advised funds, bequests, life income plans, designated funds, field of interest funds and unrestricted funds
- Maintain and further develop through individual meetings and community-wide educational programming a volunteer network of estate planning attorneys, accountants, trust officers and financial advisors who are close to the organization and are influential with donors/prospects
- Prepare community reports
- Maintain constituent information in Federation's and JCF's donor data base
- Other duties as assigned

Qualifications and Success Factors:

- Bachelor's degree required; Master's degree preferred
- Minimum 5 years' experience in fundraising or planned giving
- Experience in volunteer management and group facilitation
- Knowledge of the Jewish community preferred
- Must have excellent verbal and written communication skills, knowledge and ability to use databases, computer spreadsheets, word processing and other basic programs
- Model a personal commitment to the Jewish community and Jewish values; ability to establish and foster relationships with donors and prospective donors in Jewish culture and values
- Ability to work under stressful situations and within timelines
- Team player
- Strong organizational skills required
- Experience managing budgets
- Experience working in an organized community strongly preferred

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.