



## **NEXGEN PHILANTHROPY MANAGER**

Reporting to the Chief Philanthropy Officer, the NexGen Philanthropy Manager will join a growing and strategic fundraising team committed to elevating philanthropy across the Houston Jewish community. This experienced professional will focus on building a strategic and relevant philanthropy program that inspires, cultivates and engages young adults in the 25-45 age group on a pathway from initial engagement to deeper involvement with the Jewish community. The NexGen Philanthropy Manager will work in collaboration with other team members to create a comprehensive fundraising and engagement strategy that connects the next generation of Houston's Jewish philanthropists to the community and the Jewish Federation of Greater Houston.

### **The primary responsibilities for this role will include:**

- Develop and implement strategies that guide young adults and families on a pathway from initial engagement to deeper involvement with Jewish Federation of Greater Houston and the Jewish community.
- Key focus on growing the donor pipeline with individuals in the 20-40 age group.
- Responsible for the cultivation and stewardship of the Houston Federation's National Young Leadership Cabinet. A cohort of young adults that commit an annual gift of \$5,000 for five years.
- Manage a portfolio of young adults with little or no giving history to the Federation but have capacity to grow giving or are part of a family with giving capacity or history of giving to the Federation.
- Work in coordination with Young Adult Division (YAD) Engagement team to identify and develop leadership opportunities for this cohort.
- Work in coordination with Women's Philanthropy Director to grow Step-Up Lion program.
- Work in coordination with Philanthropy team members to understand family relationships. Assist in closing relationship gaps where they exist.
- Works in partnership with philanthropy colleagues and other departments to maximize fundraising efforts to advance the mission of the organization.

### **REQUIRED SKILLS**

- College Degree Required
- Minimum seven years of professional experience
- Team player and self-starter
- Understanding the Jewish community is essential
- Proven track record in soliciting gifts in the \$5,000k + range
- Excellent verbal and written communication abilities a must
- Experience working with volunteer leadership
- Ability to manage multiple projects at a time
- Presentation skills; ability to use databases, computer spreadsheets, word processing and other basic software programs required

- Ability to travel internationally
- Must be able to attend community wide events on nights and weekends

### **PHYSICAL DEMANDS**

This job requires prolonged periods sitting at a desk and working on a computer, frequent hearing and talking. Must be able to lift up to 15 pounds at times.

### **EQUAL OPPORTUNITY EMPLOYER**

The Jewish Federation of Greater Houston provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **ABOUT THE JEWISH FEDERATION OF GREATER HOUSTON**

The Jewish Federation of Greater Houston is building a diverse team of highly motivated and qualified individuals with a variety of skills to support a new model of 21st century community engagement and philanthropy. The Federation is looking for candidates who are forward-thinking, self-motivated, and enjoy working in a dynamic environment.

The mission of the Jewish Federation of Greater Houston ([www.houstonjewish.org](http://www.houstonjewish.org)) is to preserve and enrich Jewish communal life through innovative and visionary leadership that is responsible and responsive to Jewish communities locally, nationally, in Israel, and around the world.

### **Competitive Benefits options include:**

- 401K Matching
- Health Benefits
- HSA or HRA contribution
- Group Term Life Insurance
- Paid time off
- Usual National plus Jewish holidays off
- Other optional benefits available include Dental, Vision, FSA, DCA, and LPFSA

### **HOW TO APPLY**

Interested candidates must apply through the Federation's portal using this link

<https://houstonjewish.zohorecruit.com/jobs/Careers/636820000003611038/NexGen-Philanthropy-Manager?source=CareerSite>

### **SALARY RANGE**

\$65,000 - \$85,000