



PHILANTHROPY MANAGER

Reporting to the Director of Philanthropy, Annual Campaign, the incoming 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 a portfolio of individuals with an emphasis on cultivating, engaging, and stewarding the Federation's current donors and recruiting new individuals in addition to managing and growing the Federation's real estate network. The Philanthropy Manager will work in collaboration with other team members to create a comprehensive fundraising strategy that continues to advance the mission of the Jewish Federation of Greater Houston.

The primary responsibilities for this role will include:

- Responsible for the management of a portfolio of annual donors in the \$1,000-\$5,000 range with a focus on stewarding and elevating their giving through engagement and deeper connection to the Federation.
- Identifies, cultivates, and manages a large pool of prospective donors and qualifies leads.
- Manage and coordinate small home events for prospective and new donors.
- Works alongside the Director of Philanthropy, Annual Campaign, on direct mail and text solicitation campaigns.
- Work in collaboration with volunteer leadership and philanthropy team to manage and grow the Federation's Commercial Real Estate (CRES) network and associated events.
- Assist with growth of the Business and Professional Networks.
- Work in collaboration with the Philanthropy team to ensure achievement of Annual Campaign goals.
- 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
- CFRE preferred or Master's degree preferred
- 7 years of direct fundraising experience
- Team player and self-starter
- Understanding the Jewish community is essential
- Event management skills preferred
- 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
- Strong public speaking and phone skills necessary
- 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) 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/636820000003611019/Philanthropy-Manager?source=CareerSite>

SALARY RANGE

\$65,000 - \$85,000