

Foundation Director

JOB DESCRIPTION

JEWISHcolorado convenes, connects, invests and protects Jewish life in Colorado, Israel, and around the world. During these unprecedented times, JEWISHcolorado is at the forefront of mobilizing, sustaining, and educating our Jewish community while continuing to honor our past and plan for our future.

POSITION SUMMARY: The Foundation Director is responsible for growing JEWISHcolorado's endowment and strengthening the organization's role as a trusted leader for the Colorado Jewish community in donor-advised funds, planned giving solutions, and charitable assets. They consult with planned giving and major gift donors to help them imagine, design, and create a better world through use of their philanthropic resources. This is accomplished by integrating grantmaking, philanthropic, and planning giving efforts into a holistic, donor-centric approach toward individual and community-wide long-term impact.

This position collaborates with staff, lay leaders, fund holders, and partner agencies to integrate planned giving into all fundraising activities, with a focus on legacy gifts and stewardship of planned giving donors to enhance relationships and interact with members of the planned giving and grantmaking communities locally and nationally.

The ideal candidate will have excellent interpersonal and communication skills with substantial knowledge and experience in the field of major gift fundraising, grantmaking, planned giving, and financial tax planning. Thorough knowledge of Jewish culture and the organized Jewish community are essential, along with a strong commitment to the enrichment of a sustained Jewish community.

Primary Responsibilities: Planned Giving & Major Gift Fundraising

- Planning and execution of planned giving priorities, strategies, fundraising, recognition, and marketing, in collaboration with the Chief Advancement Officer.
- Identify, cultivate, solicit, and steward planned gifts, Donor Advised Funds, Agencies, and Endowments.
- Create and execute strategies to identify, cultivate, solicit and steward donor planned gifts.
- Work collaboratively with campaign volunteers, Advancement staff, and leadership, including execution of Major Donor Giving Society efforts.
- Work with Development Committee and Planned Giving & Endowment Committee.
- Serve as staff lead for Legacy fundraising event, receptions, and fundholder event.
- Connect major gift donors to internal and external funding opportunities.
- Ensure recognition of donors through collaboration with Marketing & Communications team.
- Advise Fundholders and Legacy Society donors about community needs and opportunities; help them establish philanthropic goals, priorities, and metrics.
- Learn, implement, and maintain Crescendo online platform.
- Ensure compliance of planned gifts, bequests, and fund agreements.

- Collaborate with Finance team to ensure planned gifts are appropriately reviewed and processed, including annual distributions of Restricted Endowments.
- Stay up to date on planned giving vehicles and trends; provide training and solicitation material
- Enhance communication, offer educational opportunities, and maintain positive relationships with current and prospective fundholders to cultivate additional endowment gifts.
- Ensure appropriate recognition for donors through collaboration with Marketing & Communications team.
- Establish relations with professional wealth management and estate planning community and cultivate these sources for business referrals.
- Demonstrates JEWISHcolorado core values:
 - Effective collaboration
 - Open and respectful communication
 - Reliability and accountability
 - Critical thinking, innovation, and creativity
 - Being a good ambassador for the organization

Required Education & Experience:

- Bachelor's Degree required or Advanced Certification in Nonprofit Management or related field.
- Minimum of 5 years relevant experience.
- Experience with research and donor outreach.
- Excellent oral and written communication skills.
- Demonstrated success securing six- and seven-figure gifts.
- Demonstrated success with fundraising campaign planning and forecasting.
- Exceptional donor-relations skills: proven ability creating strategies to cultivate prospects and channel donor engagement.
- Ability to accept feedback and align performance with organizational priorities.
- Self-motivated and able to multi-task with excellent attention to detail and deadlines.
- Proficiency with various MS Office applications and donor management software.
- Knowledge and appreciation for the Jewish community, its customs and practices.
- Passion for JEWISHcolorado's mission

Position Type: Exempt, 37.5-hour per week, in-person 4 days each week. Benefits include vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, life insurance, gym membership, 401(k) match.

Salary Range: \$95,000-\$110,000 per year

To Apply: Please forward a resume and cover letter to Staffing@JEWISHcolorado.org.