

Foundation Manager

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. As part of its core mission, JEWISHcolorado (Jco) serves as a philanthropic home for the community in Colorado, investing and protecting communal assets through the Jewish Community Foundation's investment account stewardship of donor advised funds, endowments, and partner agency assets.

POSITION SUMMARY: The Foundation Manager is the public face of JEWISHcolorado's Foundation and is responsible for raising funds for Jco programs and endowments, servicing and maintaining accounts, and strengthening the organization's role as a trusted leader for the Colorado Jewish community in donor-advised funds and planned giving. This position focuses upon maintaining existing accounts in the near term, and in future will grow to solicit new Foundation assets through learned experience in the field of philanthropy, planned giving, and financial planning. This position collaborates with staff, lay leaders, fund holders, and partner agencies to integrate planned giving into all fundraising activities. Thorough knowledge of Jewish culture and the Jewish community are essential, and the person in this role is expected to progressively expand their knowledge and capacity, taking on increasing responsibility over time, with eventual responsibility for all aspects of Foundation management and growth.

Primary Responsibilities:

- Respond to Foundation inquires and information requests
- Solicit new funds for Jco programmatic and unrestricted endowments
- Support fundholders with the online portal
- Process grants from donor-advised funds and partner agencies with the Finance team
- Facilitate opportunities for donors to align their giving to that of the Foundation
- Lead receptions and fundholder events in collaboration with the events team
- Develop and implement strategies for fundholder engagement
- Ensure appropriate recognition of donors in collaboration with the Communications team
- Enhance communication and positive relationships with current and prospective fundholders to cultivate gifts.
- 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

Future Responsibilities:

- Self-educate on all aspects of Foundation activity and planned giving
- Help fundholders establish philanthropic goals and priorities
- Collaborates with staff, lay leaders, fund holders, and partner agencies to integrate planned giving into all fundraising activities
- Strengthening the organization's role as a trusted leader for the Colorado Jewish community in donor-advised funds, planned giving solutions, and charitable assets
- Create and execute strategies to identify, cultivate, solicit, and steward planned gifts, Donor Advised Funds, Agencies, and Endowments.
- Establish relations with professional wealth management and estate planning community and cultivate these sources for business referral

Required Education & Experience:

- Bachelor's Degree
- Excellent oral and written communication skills
- Minimum 5 years of impeccable customer service or donor experience
- Self-motivated and able to multi-task with excellent attention to detail and deadlines
- Proficiency with MS Office and ability to learn other specialized applications
- Basic knowledge of investment asset classes
- 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: \$85,000-\$100,000 per year

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