

Position: Manager, Donor Relations

Job Summary: The Manager, Donor Relations will be responsible for implementing a variety of strategies that grow and develop donors within the mid-level giving tier (\$1,000-\$4,999). With a focus on recovery and retention, the Manager, Donor Relations will manage a portfolio of donors for philanthropic purposes; further develop processes that effectively identify, qualify, cultivate, solicit and steward our donor base within this tier; and will work to expand our monthly giving program. As a member of the Legacy Team, the Manager, Donor Relations will play a significant role in reinvigorating our legacy program. The Manager, Donor Relations will also support our Women’s Philanthropy and Solomon Society philanthropic and giving level engagement opportunities.

Organization: Based on Jewish values, Jewish Federation of Orange County (JFOC) convenes, engages, and leads the OC Jewish community and its partners, leverages its resources to enhance and sustain Jewish life, assists Jews in need, mobilizes on issues of concern to the local Jewish community, and strengthens its bond with Israel and Jewish people globally. JFOC has been active in Orange County since 1965 and continues to be devoted to fundraising, stewardship and outreach, as well as delivering excellent programs and services. JFOC is a dynamic customer/client focused organization with a close to \$5M budget and \$3M Annual Campaign and is led by a dedicated Board of Directors and professionals. JFOC serves all of Orange County from its home within the Merage Jewish Community Center located on the Samueli Jewish Campus in Irvine, CA.

Reports to: Director, Donor Relations

Advised by: Chief Philanthropy Officer

Position Structure: Position onboarded through remote operations (“work from home”); expected to return to hybrid office setting per established protocols and guidelines.

What you’ll do (including, but not limited to):

- Manage a robust portfolio and moves management process for donor families giving \$1K-\$4,999 documenting progress and donor interactions on an ongoing, frequent and timely basis.

- Develop and implement a sustaining monthly donor program; create systems for tracking cultivation and stewardship; incorporate ongoing impact reporting into moves management plans to keep donors connected to the impact of their philanthropy.
- Serve as an active member of JFOC Legacy Team engaging in meaningful planned giving and legacy conversations with donors, when appropriate and applicable.
- Serve as a professional liaison on the JFOC Philanthropy Cabinet representing the interests of specific donor groups and demographics.
- Support programmatic and stewardship efforts of Solomon Society and Women's Philanthropy.
- Participate in all organization-wide philanthropic initiatives that generate revenue.
- Conduct outreach meetings with newcomers, lay leadership, and community partners.

What will lead to success in this role:

- Demonstrable success in building and cultivating trusted relationships; ability to work effectively, respectfully, and collaboratively with lay leadership and external community organizations.
- Exceptional time management skills to balance multiple projects and balance projects based on priority.
- Excellent interpersonal, written, and oral communication skills.
- Knowledge of Jewish culture, with experience in providing engagement opportunities that support Jewish identity and reflects Jewish culture.
- Flexible, adaptable, and enthusiastic attitude.
- 2-4 years of work experience in fundraising or donor relations is preferred.
- Ability to work evenings and weekends outside of Shabbat as meetings/events require

Benefits:

- This is a full-time position
- JFOC provides a comprehensive benefits package

No phone calls please. Please e-mail resume and cover letter to HR@JFFS.org. Only qualified applicants will be contacted. EOE.

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