



**Position:** Manager, NextGen

**Job Summary:** Under supervision of the Chief Philanthropy Officer, the Manager, NextGen oversees all strategies, activities, and events implemented to outreach, engage, retain, cultivate, solicit, and steward young adults ages 21-45. This position will work closely with the NextGen Committee to develop strategies to best reach this target demographic and will provide the tools that the lay volunteers need to succeed in their roles. As a member of the Philanthropy team, the Manager, NextGen is responsible for achieving philanthropic and engagement goals for the NextGen age demographic, as set by the Jewish Federation of Orange County (JFOC) Board of Directors, its committees, the NextGen Committee and its members. The Manager, NextGen is responsible for creating a thriving culture of philanthropy for the next generation of OC Jewish community members.

**Organization:** Based on Jewish values, Jewish Federation of Orange County 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:** Chief Philanthropy Officer

**Advised by:** Chief Impact 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):**

- Strategize, create and implement NextGen's campaign plan; evaluate and revise each year for most effective results and to ensure recovery and retention.
- Act as major gift officer for NextGen donors, managing a robust portfolio and moves management process for young adults and other identified donor prospects, documenting progress and donor interactions on an ongoing, frequent and timely basis.
- Serve as an active member of JFOC Legacy Team engaging in meaningful planned giving and legacy conversations with donors, when appropriate and applicable.
- Strategize, create and implement NextGen's engagement plan; evaluate and revise each year for most effective results and to ensure retention.
- Lead and manage the NextGen Committee and volunteer leadership in meeting their goals and objectives. Support their success by implementing and executing all duties needed (i.e., facilitating meeting, agendas, supporting documents, reports, data results, etc.).
- Identify young adults who have potential to be future leaders in the Orange County Jewish community and provide opportunities for cultivation, education and development through formal and informal leadership development opportunities.
- Conduct outreach meetings with newcomers, lay leadership, and community partners.
- Participate in all organization-wide philanthropic initiatives that generate revenue.

#### **What will lead to success in this role:**

- Knowledge, skill, and experience working with young adults (ages 21-45).
- Demonstrable success in building and cultivating trusted relationships; ability to work effectively, respectfully, and collaboratively with lay leadership and external community organizations.
- Knowledge of Jewish culture, with experience in providing engagement opportunities that support Jewish identity and reflects Jewish culture.
- Exceptional time management skills to balance multiple projects and balance projects based on priority.
- Excellent interpersonal, written, and oral communication skills.
- Proven ability to plan, implement and measure post-programmatic and strategic outcomes.
- Flexible, adaptable, and enthusiastic attitude.
- 2-3 years related work experience in community outreach and/or programming for young adults and community organizing, including planning and strategy development responsibilities.
- 2-3 years of work experience in fundraising or donor relations is preferred.
- Ability to work evenings and weekends (not including 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](mailto:HR@JFFS.org). Only qualified applicants will be contacted. EOE.

To learn more about our vibrant community, visit [www.JewishOC.org](http://www.JewishOC.org).