



## JOB POSTING

**Title:** Manager, Solomon Society & Campaign  
**Status:** Full-time salaried non-exempt position based at the Federation offices in Irvine, California  
**Salary:** \$60,000-\$75,000, anticipated salary near midpoint; commensurate with experience  
**Reports To:** Senior Director of Philanthropy

The Manager, Solomon Society & Campaign is a key member of the Philanthropy department. This position serves as the primary professional for Solomon Society, working with its leadership to achieve engagement and fundraising goals. The Manager, Solomon Society & Campaign plans and executes events and meetings, plays an active role in Solomon Society's largest fundraising event Late Night, and supports overall campaign efforts for Jewish Federation of Orange County through cultivation and solicitation of a portfolio of donors. This position reports to the Senior Director of Philanthropy.

### Essential Duties and Responsibilities

- Work closely with Solomon Society leadership to achieve programmatic and engagement goals
- Staff and support the lay leadership of the Solomon Society Council, including creating meeting materials and maintaining meeting communications
- Manage the membership for Solomon Society including: membership logistics, welcoming new members, Solomon Society activities
- Maintain a portfolio for stewardship and solicitation, in coordination with campaign professionals and lay leadership, that includes both donors in the mid-level tier and Solomon Society members and prospective members to grow the Solomon Society giving levels
- Effectively support Solomon Society Late Night event to achieve the defined goals outlined by supervisor
- Works with the Manager, Events to execute an effective table captain strategy for Late Night to deepen their commitment to JFedOC
- Support Solomon Society travel (missions), as needed, with regard to registration, logistic tracking, payment recording, and invoicing
- Works closely with the Senior Director of Philanthropy to identify major donor prospects
- Other duties as assigned

### Other Requirements:

- Experience in nonprofit fundraising, event planning, and working with volunteer leadership and peer solicitation efforts
- Excellent interpersonal and communication skills for building strong relationships with donors, volunteers, and community members
- Highly organized and detail-oriented, with the ability to manage multiple projects and solve problems independently
- Proficient in Microsoft Office and able to quickly learn database systems such as Virtuoso
- Discreet and professional when handling sensitive information
- Flexible and adaptable, with a positive, can-do attitude and the ability to work under pressure in a fast-paced environment
- Willingness to work evenings, weekends, and irregular hours as needed, and to travel regularly for off-site meetings and events to meet the demands of the organization
- Familiarity with or sensitivity to Jewish culture and traditions
- Maintain a flexible work schedule

**What does it mean to be part of the JFedOC team?**

We are a small team driven by intellectual curiosity that wants to build a more perfect world. We laugh and take the work seriously because we believe what we do is existential to the Jewish future. Beyond caring co-workers and friendship, we offer a generous and comprehensive employee benefits package.

**We are an Equal Opportunity Employer.**

Jewish Federation of Orange County is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns, and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed (including religious dress and grooming practices), color, national origin, ancestry, physical or mental disability, protected medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation, and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age, sexual orientation, citizenship status, uniform service member status, military or veteran status, and any other consideration protected by federal, state, or local law.