



## JOB DESCRIPTION & POSTING

### Women's Philanthropy Director

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**Organization:** For the Orange County Jewish community, Jewish Federation & Family Services (JFFS) is Orange County's central nonprofit organization that strengthens Jewish life by assessing community needs; convening the community on critical issues and in times of crisis; increasing opportunities for participation in Jewish life, philanthropy, and leadership; and supporting our local Jewish community, as well as communities nationally, in Israel, and around the world. JFFS has been an active organization in Orange County since 1965.

**Position:** Women's Philanthropy Director

**Supervisor:** Senior Director, Philanthropy

#### Job Summary:

The Director of Women's Philanthropy reports to the Senior Director of Philanthropy and has primary responsibility for developing and implementing a comprehensive and compelling development plan for Women's Philanthropy. This includes leadership development and relationship-building, managing fundraising initiatives and approaches, planning special events, and coordinating multiple volunteer committees.

The ideal candidate for this role is a natural relationship-builder with a magnetic personality who can amplify volunteer leaders' passions for philanthropy and move them toward ambitious objectives. This is an exceptional opportunity to lead to new heights a group that is a cornerstone of our organization. The Director should be able to empower and inspire lay leaders to serve as ambassadors in our community and to engage the next generation of philanthropists. Most importantly, the person in this position must be driven by a genuine belief in the mission of JFFS to strengthen Jewish life and care for people in need.

#### Job Functions and Duties (including, but not limited to):

##### Fundraising and Leadership

- Recruit and develop volunteer leaders for annual campaign and Women's Philanthropy
- Oversee Women's Philanthropy Council; plans Council meetings in partnership with Council Chair
- Cultivate and steward donors and prospects to grow the donor base and manage a significant personal portfolio of donors, securing gifts through face-to-face solicitations

- Work with Senior Director of Philanthropy to develop and implement annual campaign operating plan including specific, measurable, timely goals and related strategies
- Facilitate annual volunteer assignments and campaign operations
- Track, manage and report on monthly progress of annual campaign and Women's Philanthropy; organize regular campaign and campaign volunteer events
- Evaluate campaign results, achievements and areas for improvement according to the Philanthropy Plan
- Recruit participants, and where appropriate, serve as staff for delegations to regional, national, and international Women's Philanthropy conferences and missions
- Effectively utilize donor management system to manage, track, and report on all aspects of donor relationships
- Work collaboratively within the Development Department and with other JFFS departments
- Take assignments for additional designated campaigns

#### Event and Program Administration

- Identify, recruit, educate and motivate volunteers to actively participate in campaign and Women's Philanthropy activities
- Ensure effective marketing for Women's Philanthropy events and programs, while identifying new areas of opportunity
- Work in partnership with the Women's Philanthropy Council Chair to schedule and plan meetings and programs and to set agendas
- Ensure distribution of meeting notes and ensure follow-through on action items
- Engage in community activities and serve as a leadership role model for women in the greater community

#### Operations and Management

- Assist with Women's Philanthropy budget preparation and monitoring throughout the fiscal year
- Assist with supervision and leadership of Philanthropy Team staff

#### Key Competencies:

- Strong skills in donor development, cultivation, and direct solicitation
- Ability to build meaningful relationships that result in financial and leadership commitments
- Strong emotional intelligence, communication and interpersonal skills, and ability to adapt communication style to various audiences
- Demonstrated ability to work effectively as a leader and as part of a team
- Demonstrated understanding of volunteer/professional dynamics
- Capacity to manage and organize confidential information

- Ability to manage multiple projects simultaneously and meet assigned deadlines
- Proficient in Microsoft Suite and ability to utilize donor management database
- Must be able to work and/or participate in community-wide events on nights and weekends, attend out-of-town meetings, and travel to conferences and on overseas missions

### Education and Experience

- Bachelor's degree required; Master's degree in related field preferred
- At least 5-7 years of experience in fundraising and stewardship or similar field

### Benefits

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

To apply, please submit cover letter and resume to Stephanie Epstein, Senior Director of Philanthropy, at [Stephanie@JFFS.org](mailto:Stephanie@JFFS.org).

Only qualified local applicants will be contacted. EOE. No phone calls please.

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