

JOB DESCRIPTION:

Planned Giving Program Coordinator

JEWISHCOLUMBUS

ABOUT:

This is an amazing time to join JewishColumbus. We are four years into an integrated partnership of the Jewish Federation of Columbus and the Columbus Jewish Foundation. Our annual campaign brought in over \$6MM in 2022 and our Foundation holds \$145MM in assets. We are the community convener; we respond to crisis and ensure a strong future for the Columbus Jewish community through robust and trusting partnerships with local Jewish agencies and synagogues. We are innovative. We are inclusive. We challenge the status quo and strive to be at the forefront of trends within the Jewish and non-profit communities. Work for an organization where your time and talent will be valued, and your voice will be heard.

THE ROLE:

JewishColumbus seeks a full-time professional with skills in volunteer management, administrative expertise, and some knowledge of fundraising to coordinate the LIFE & LEGACY planned giving program and the B'nai Tzedek Youth Fund program. With this position, you have the opportunity to help secure the future of the Columbus Jewish community through philanthropic programs. You will help to set the tone and lay the foundation for ensuring that Jewish life and programming for several local organizations has a strong financial base. Legacy giving is the way to secure our future through long-term planning, through the forever dollars that will exist beyond our lifespans. You will help donors realize their philanthropic dreams by making their gifts in perpetuity. Beyond the administrative work involved, this position will be exciting for a candidate with an outgoing personality and a desire to be an integral member of this organization's staff and volunteer coordination. Your people skills will help donors manage fundraising and help community organizations develop stewardship goals through coaching and partnership.

Overview of programs:

LIFE & LEGACY is a 4-year partnership program, launched in Columbus in February 2020, of the Harold Grinspoon Foundation (HGF) that assists communities across North America, through partnerships with Jewish Federations and Foundations to promote after-lifetime giving to benefit local Jewish day schools, synagogues, social service organizations and other Jewish entities. Through training, support and monetary incentives LIFE & LEGACY motivates Jewish organizations to secure legacy gifts, steward donors and integrate legacy giving into the philanthropic culture of the Jewish community. The Columbus Cohort includes 18 Jewish organizations and agencies and 100+ community volunteer legacy solicitors.

B'nai Tzedek Youth Fund Program is one way JewishColumbus invests in local teens by providing tools designed to encourage a life-long commitment to Tzedakah. B'nai Tzedek, a program of the Columbus Jewish Foundation, introduces youth to the world of charitable giving through establishing their own Fund. As a B'nai Tzedek Fund Holder, they learn about how their financial gifts (philanthropy) can help others and better our community and the world.

REPORTS TO:

Senior Foundation Director

JOB DESCRIPTION:

Planned Giving Program Coordinator

RESPONSIBILITIES:

Serve as liaison to 18 teams of LIFE & LEGACY volunteers, program consultant

- Conduct regular communications
- Keep them on track with deadlines
- Motivate them to achieve their goals
- Schedule and coordinate 100+ person online trainings
- Track team and community program progress
- Market program to community

Coordinate B'nai Tzedek Youth Fund Program

- Create new and innovative ways to communicate with B'nai Tzedek Fund (BTF) Holders at a regular cadence
- Encourage BTF Holders to actively use their fund
- Reach out/interface with synagogues and community members to create funds
- Provide administrative support for BTF activity including, but not limited to cleaning up old funds

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Experience in volunteer management
- A baseline understanding of fundraising

PREFERRED EXPERIENCE:

- Volunteer management experience
- An interest in planned giving, professional development, and inspiring community giving

KNOWLEDGE, SKILLS & ABILITIES:

Ideal candidates possess the following:

- Strong people skills
- Excellent oral and written communication skills
- Advanced administrative skills
- Expert time management skills
- Detail-oriented project management skills
- Excellence in coordinating online and in-person engagement events
- Exemplary communications skills in working with partners
- Understanding of Microsoft excel and Adobe design software
- Infectious optimism and enthusiasm
- An ability to work with people of all ages and backgrounds
- Knowledge of the Columbus Jewish community is a bonus

JOB DESCRIPTION:

Planned Giving Program Coordinator

JEWISHCOLUMBUS

SCHEDULING REQUIREMENTS:

Must be available to work during standard business hours (Monday-Friday).

TO APPLY:

Please email resumes to talent@jewishcolumbus.org.

The preferential application deadline for this position is Friday, November 11, 2022.