



Jewish Federation OF GREATER HOUSTON

DONOR RELATIONS MANAGER

Reporting to the Chief Philanthropy Officer, the incoming Donor Relations Manager will join a growing and strategic fundraising team committed to elevating philanthropy across the Houston Jewish community. This individual will play a key role in the building and implementation of a development operations program that is essential to strengthening the organization's relationship with donors through proper acknowledgement, proposal tracking and stewardship of gifts. As a collaborative and action-minded individual, the Manager will partner across the organization to assist in advancing the Jewish Federation of Greater Houston's overall fundraising and constituent engagement goals.

The primary responsibilities for this role will include:

- Work with the Data team to understand the capabilities and functions of the Federation's database management system
- Work with the Chief Philanthropy Officer to develop and implement a system within the database to manage donor relationships including the tracking of donor interactions, proposals and requests.
- In conjunction with the Chief Philanthropy Officer and Financial Operations team, develop and implement a gift acknowledgement process that includes segmentation based on giving levels
- Develop a system to manage and acknowledge tribute gifts
- Work with the Philanthropy team to develop and implement a Donor Stewardship program, specifically strategies that strengthen long-term relationships with major donors
- Create and manage a system for tracking of gift agreements and required reporting
- Facilitates the preparation of stewardship reports required by individuals, foundations and/or corporations according to the established timelines. Takes the lead on drafting text serving as proofreader/editor when necessary.
- In coordination with the Philanthropy and Advancement teams, manage the creation and production of the Federation's Donor Honor Roll
- Assist the Chief Philanthropy Officer in the creation of gift acceptance agreements when necessary
- This position requires a commitment to quality control, accuracy and the ability to work well across multiple teams

REQUIRED SKILLS

- Bachelor's degree required
- 5+ years of relevant administrative experience with a fundraising or direct response organization
- Strong interpersonal skills and a commitment to professionalism and collegiality with donors, volunteers and community professionals

- Experience working with a donor or customer relationship management database required
- Experience working with fundraisers and “moves management” system preferred
- Exceptional time management, planning and organizational skills; superior attention to detail; ability to multitask and adapt to shifting priorities as necessary
- Advanced verbal and written communication skills; strong copywriting and editing abilities
- Computer literacy including MS Office: Word, Excel, Outlook, PowerPoint
- Strong aptitude for research, and ability to interpret and analyze data

PHYSICAL DEMANDS

This job requires prolonged periods sitting at a desk and working on a computer, frequent hearing and talking. Must be able to lift up to 15 pounds at times.

EQUAL OPPORTUNITY EMPLOYER

The Jewish Federation of Greater Houston provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ABOUT THE JEWISH FEDERATION OF GREATER HOUSTON

The Jewish Federation of Greater Houston is building a diverse team of highly motivated and qualified individuals with a variety of skills to support a new model of 21st century community engagement and philanthropy. The Federation is looking for candidates who are forward-thinking, self-motivated, and enjoy working in a dynamic environment.

The mission of the Jewish Federation of Greater Houston (www.houstonjewish.org) is to preserve and enrich Jewish communal life through innovative and visionary leadership that is responsible and responsive to Jewish communities locally, nationally, in Israel, and around the world.

Competitive Benefits options include:

- 401K Matching
- Health Benefits
- HSA or HRA contribution
- Group Term Life Insurance
- Paid time off
- Usual National plus Jewish holidays off
- Other optional benefits available include Dental, Vision, FSA, DCA, and LPPSA

HOW TO APPLY

Interested candidates must apply through the Federation’s portal using this link [Jewish Federation of Greater Houston - Donor Relations Manager in Houston \(zohorecruit.com\)](http://www.houstonjewish.org)