



Jewish Federation of Greater Houston | Development - Full Time

Philanthropy Associate

Houston, United States | Posted on 06/29/2023

I'm interested

Refer a friend



[Job listing](#) > [Job details](#)

Job Description

Please note before proceeding. While we are showing this job on several job placement sites, **we are only evaluating interested candidates that submit their information by clicking the "I'm Interested" button above or below the description of the role here.** Evaluating candidates through our portal allows us to maintain a fair and personalized process. Thank you for your understanding.

TASKS AND RESPONSIBILITIES

Reporting to the Director of Philanthropy, Annual Campaign, the incoming **Philanthropy Associate** 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 strengthening the organization's relationship with donors by serving as the lead administrative support person to the Philanthropy team. The ideal candidate will be experienced in handling a wide range of administrative and executive support as well as development related tasks. This person must be exceedingly well organized, flexible, able to work independently, and enjoy the administrative challenges of supporting a growing organization. Crucial to this role is the ability to interact with staff (at all levels), donors and volunteer leadership in a fast-paced environment with a high level of professionalism and confidentiality.

The primary responsibilities for this role will include:

- Work closely with the Director of Philanthropy and Donor Relations Manager to provide Campaign reports to the Philanthropy team
- Maintain and update biographical, donor, and giving information in the database
- Prepare agendas and necessary documentation and or presentations for meetings, including serving as the lead for logistics on site visits
- Assist with research related to individuals, foundations and corporations and their giving history and/or preferences
- Work with the Donor Relations Manager to ensure timely acknowledgement of tribute gifts
- Provide scheduling assistance and administrative support to the Chief Philanthropy Officer and Vice President of Major Gifts and Legacy Giving
- Provide scheduling assistance to the Philanthropy team
- Assist with the organization of fundraising events, including managing registrations, communications, and event day logistics
- Respond to general development inquiries in a prompt and professional manner
- Other administrative duties as assigned

Requirements

Job Information

Industry
Nonprofit Charitable Organizations

Work Experience
4-5 years

City
Houston

State/Province
Texas

Country
United States

Zip/Postal Code
77096

Salary Range
\$55,000 - \$65,000

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
- 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
- Demonstrated ability to work effectively as part of a team
- Flexibility to work evenings and weekends as necessary
- Access to reliable transportation

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.

Benefits

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 LPFSA

I'm interested

[View all jobs](#) • [Visit website](#)

Powered by  **Zoho
Recruit**