



JEWISH HOUSING COUNCIL FOUNDATION, Inc.

Job Description

Job Title: Vice President of Philanthropy

Department:	Jewish Housing Council Foundation, Inc.	Revised:	May 2015
Reports to:	Chief Executive Officer	Exempt:	Yes
Employee:		Date of Hire:	

JOB PURPOSE: To plan, develop, and maintain a comprehensive private and public sector fund-raising program on behalf of the Jewish Housing Council (JHC) Foundation and to enhance the mission and vision established by the Jewish Housing Council (JHC) Foundation Board of Trustees.

KEY RESPONSIBILITIES:

1. Assist in the overall planning of the JHC Foundation Development Program including all fund raising activities.
2. Identifies, cultivates and endeavors to involve individuals, Corporations and Foundations, which are potential donors.
3. Establishes and maintains on-going professional relationships with gift prospects and benefactors.
4. Develops and implements a Planned Giving Program for our Boards, Donors, Resident Families and Donors and others.
5. Actively solicits gifts from any and all prospects.
6. Provides staff leadership for a Capital Campaign and creation of Endowments for the organization.
7. Responsible for staffing all the JHC Foundation Fund and Friend fund raising events.

OTHER RESPONSIBILITIES:

1. Supervises the creation of annual budget and manages it successfully.
2. Supervises the creation, updating and management of all the records relating to corporate and individual donations.
3. Creates Year End Report.
4. Supervises and coordinates the preparation of all grant proposals.
5. Supervises the development of a Quarterly Newsletter to our donors and the community mailing list.

SUPERVISES:

1. Development Office staff

QUALIFICATIONS:

Experience, Education and Licensure

EXPERIENCE:

Ability to meet people with ease; ability to write and edit effectively; ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary; good organization skills, well disciplined, able to meet deadlines, self-starter, able to work under pressure of many priorities and deadlines; ability to work well effectively with volunteers; thorough understanding of regional and national markets; knowledge of marketing strategies and techniques; knowledge of long-range planning process; good managerial skills; knowledge of health care trends. Must have highly developed interpersonal skills.

EDUCATION:

Minimum Bachelor's Degree in Business Administration, Master's Degree in planning, finance, or management is preferred. Minimum of ten (10) years' experience including knowledge of Annual Giving, Capital Campaign, Foundation/Corporate solicitations, Planned and Deferred Giving, Communications and Special Events.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS:

The physical demands described her are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read this Job Description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirement set forth and will perform all duties and responsibilities to the best of my ability.

I understand that this Job /description are not all-inclusive, and that I will be responsible for performing other duties as assigned.

I further understand that this Job Description does not constitute an employment contract.

I further understand that this Community is an “At-Will” employer, and that my employment is “At-Will”, and thereby understand that my employment may be terminated “At-will “by the Community or by myself and that such termination may occur with or without cause, and with or without notice.

Signature – Vice President of Philanthropy

____/____/____
Date:

Signature – Chief Executive Officer

____/____/____
Date: