



PHILANTHROPY OFFICER

Reporting to the Senior Director of Philanthropy, Annual Campaign, the incoming Philanthropy Officer will join a growing and strategic fundraising team committed to elevating philanthropy across the Houston Jewish community. This experienced professional will focus on a portfolio of individuals with an emphasis on cultivating, growing, and stewarding the Federation's current donors and identifying new individuals to grow philanthropic support. This individual will also be responsible for managing and growing the Federation's professional networks. The Philanthropy Officer will work in collaboration with other team members to create a comprehensive fundraising strategy that continues to advance the mission of the Jewish Federation of Greater Houston.

The primary responsibilities for this role will include:

- Responsible for the management of a portfolio of annual donors \$10,000 and below with a focus on stewarding and elevating their giving through engagement and deeper connection to the Federation.
- Identifies, qualifies, and cultivates a large pool of prospective donors through strategic outreach, relationship-building, and engagement opportunities to grow philanthropic support
- Secures legacy commitments from long-standing Annual Campaign donors, strengthening the Federation's future philanthropic foundation
- Develops, manages, and evaluates existing affinity groups, assessing its effectiveness as a donor engagement and relationship-building strategy and recommending future investment based on measurable outcomes and organizational impact.
- Work in collaboration with the Philanthropy team to ensure achievement of Annual Campaign goals.
- Works in partnership with philanthropy colleagues and other departments to maximize fundraising efforts to advance the mission of the organization.

REQUIRED SKILLS

- Bachelor's Degree Required
- CFRE preferred or Master's degree preferred
- 5-7 years of direct fundraising experience
- Demonstrated success building meaningful donor relationships and securing philanthropic commitments.
- Excellent interpersonal, communication, presentation, and relationship-management skills.
- Strong organizational skills with the ability to manage multiple priorities and projects simultaneously.
- Ability to work effectively with volunteers, donors, professional advisors, and community leaders.
- Experience utilizing donor databases, CRM systems, and Microsoft Office applications.
- Commitment to the mission and values of the Jewish Federation of Greater Houston.

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 LPFSA

HOW TO APPLY

Interested candidates must apply through the Federation's portal using this link
<https://houstonjewish.zohorecruit.com/jobs/Careers/636820000005533010/Philanthropy-Officer?source=CareerSite>

SALARY RANGE

\$85,000 - \$95,000