



## **WOMEN'S PHILANTHROPY PROGRAM COORDINATOR**

Reporting to the Director of Women's Philanthropy, the Women's Philanthropy Program Coordinator will join a growing and strategic philanthropy team committed to elevating fundraising and engagement across the Houston Jewish community. This highly organized professional will play a critical role in the implementation and execution of Women's Philanthropy programs, events, donor engagement initiatives, and mission experiences. The Women's Philanthropy Program Coordinator will work in collaboration with philanthropy colleagues, volunteer leadership, and the event management team to create meaningful opportunities that inspire participation, strengthen donor relationships, and advance the mission of the Jewish Federation of Greater Houston.

### **The primary responsibilities for this role will include:**

- Support the Director of Women's Philanthropy in the cultivation, solicitation, and stewardship of donors through personalized outreach, donor recognition, event engagement, stewardship activities, and ongoing relationship management designed to strengthen donor retention and increase philanthropic support.
- Manage and relaunch the Pomegranate giving level Society, working closely with volunteer leadership and the Director of Women's Philanthropy to increase engagement and participation.
- Manage and implement Women's Philanthropy Cabinet programming and engagement activities, including invitations, registration, nametags, attendance tracking, and event coordination.
- Work in collaboration with the Event Manager on all Women's Philanthropy events to ensure seamless planning, execution, and follow-up.
- Manage Woman Philanthropy's Signature fundraising event registration, seating logistics, and day-of-event operations
- Work in collaboration with the Event Manager on philanthropy-related events, including major donor gatherings, stewardship events, and recognition programs.
- Serve as the lead administrator for domestic and international mission experiences, including participant communication, registration, logistics, materials, and coordination with partner organizations.
- Coordinate Lion of Judah giving level recognition efforts, including pin purchasing, upgrades, inventory management, and donor communications.
- Maintain accurate records, event attendance data, donor engagement activities, and prospect information within the organization's CRM system.
- Work in partnership with philanthropy colleagues and other departments to maximize fundraising, engagement, and stewardship efforts across the organization.
- Represent the Federation at programs, events, and community gatherings, providing exceptional customer service and relationship management for donors and volunteers.

### **REQUIRED SKILLS**

- College Degree Required
- Minimum three to five years of professional experience in nonprofit administration, event management, fundraising, or a related field preferred Bachelor's degree required

- 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.
- Ability to work occasional evenings and weekends as needed.

## **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](http://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.

<https://houstonjewish.zohorecruit.com/jobs/Careers/636820000005533019/Women-s-Philanthropy-Program-Coordinator?source=CareerSite>

## **SALARY RANGE**

\$60,000 - \$70,000