



DIRECTOR OF PLANNED GIVING

The Director of Planned Giving is a highly relational, strategic fundraising professional responsible for building and growing a comprehensive legacy giving program that inspires donors to create a lasting impact on the Jewish community. Reporting to the Chief Philanthropy Officer, this position will lead the development and implementation of the Federation's planned giving strategy, steward existing legacy donors, cultivate new planned giving prospects, and secure commitments that strengthen the community for generations to come. This position will also be responsible for the creation, implementation, and management of the Federation's Legacy Giving Society. The Director of Planned Giving 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:

- Build, implement, and manage the Federation's planned giving program using frameworks and best practices provided by consulting partners and Jewish Federations of North America (JFNA).
- Manage a portfolio of legacy giving prospects and donors through all stages of the donor lifecycle.
- Conduct donor visits and personalized conversations regarding legacy and endowment giving opportunities.
- Create, manage, and grow a Legacy Giving Society.
- Collaborate with philanthropy, marketing, and engagement staff to promote planned giving opportunities.
- Partner with philanthropy colleagues to integrate legacy giving conversations into Annual Campaign and major gift strategies.
- Create opportunities for multigenerational family engagement that celebrate philanthropic values and community impact.
- Work closely with the Houston Jewish Community Foundation to identify opportunities for collaboration and donor engagement.
- Build relationships with attorneys, financial planners, accountants, trust officers, and other professional advisors.
- Represent the Federation at community events, professional gatherings, and educational programs.

REQUIRED SKILLS

- Bachelor's degree required
- CFRE preferred or Master's degree preferred
- Minimum 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.
- 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) 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/636820000005533026/Director-of-Planned-Giving?source=CareerSite>

SALARY RANGE

\$100,000-\$120,000