



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.

PHILANTHROPY ADMINISTRATOR

Reporting to the Chief Philanthropy Officer, the Philanthropy Administrator 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 supporting the day-to-day operations of the Philanthropy team through donor administration, campaign support, data management, stewardship coordination, and project management. The Philanthropy Administrator will provide direct support to the Chief Philanthropy Officer and Senior Director of Philanthropy, Annual Campaign, while also serving as a key administrative and operational resource for the broader Philanthropy Team.

The primary responsibilities for this role will include:

- Provide direct administrative and operational support to the Chief Philanthropy Officer
- Serve as a key administrative and operational resource to all members of the Philanthropy Team.
- Provide support to the Senior Director of Philanthropy, Annual Campaign, through data management, reporting, donor tracking, and administrative follow-up.
- Manage the annual Donor Honor Roll process in partnership with the Operations team, ensuring accurate donor recognition and acknowledgment.
- Work with the Marketing team to ensure regular updating of Philanthropy-related content on the Jewish Federation of Greater Houston website.
- Process pledge submissions, gift documentation, donor records, and other fundraising-related transactions in a timely and accurate manner.
- Coordinate expense reporting, invoice processing, purchase requests, and other departmental administrative functions.
- Assist with scheduling donor visits, volunteer meetings, campaign appointments, and philanthropy-related meetings.
- Prepare donor materials, briefings, stewardship packets, nametags, and presentations.
- Assist with the coordination and execution of philanthropy events, stewardship activities, donor recognition initiatives, and campaign programs.

- Maintain accurate donor records, engagement history, and fundraising activity within the organization's CRM system.
- Work collaboratively with philanthropy colleagues, operations staff, marketing, and other departments to maximize organizational effectiveness and donor service.
- Provide exceptional customer service and responsive communication to donors, volunteers, and community stakeholders.

REQUIRED SKILLS

- College Degree preferred
- Minimum three to five years of professional administrative, nonprofit, fundraising, or related experience preferred
- Exceptional organizational skills and attention to detail
- Strong project management and time management abilities
- Team player and self-starter
- Excellent verbal and written communication skills
- Strong customer service orientation and interpersonal skills
- Experience working with databases, CRM systems, spreadsheets, and reporting tools
- Proficiency in Microsoft Office Suite and other business software programs
- Demonstrated ability to maintain confidentiality and exercise discretion
- Experience supporting multiple team members in a fast-paced environment
- Ability to work independently and collaboratively
- Understanding of the Jewish community preferred
- Must be able to attend occasional evening and weekend events

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.

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, etc.

HOW TO APPLY

Interested candidates must apply through the Federation's portal at <https://houstonjewish.zohorecruit.com/jobs/Careers/636820000005382001/Philanthropy-Administrator?source=CareerSite>

SALARY RANGE

\$60,000 - \$75,000