



## Minneapolis Jewish Federation Mission

***MJF promotes a culture of Jewish philanthropy, leverages financial and professional resources to meet local and global Jewish needs, and facilitates community planning to ensure a thriving and secure future at home, in Israel, and around the world.***

## Position Identification

**TITLE:** Philanthropy Officer

**STATUS:** Full-Time, Exempt

**LOCATION:** Hybrid option available – Minimum 3 days in office in St. Louis Park

## Purpose

The Minneapolis Jewish Federation seeks a motivated and professional Philanthropy Officer to raise funds and mobilize, advise, and respond to the evolving opportunities in our Jewish community. The Philanthropy Officer is critical to engaging stakeholders and cultivating, stewarding, and securing annual and long-term support for the Minneapolis Jewish community with established and new donors. Success in this role will involve engaging, communicating and connecting donors' philanthropic passions and goals with Federation programs, services, and role in our Jewish community.

## Position Requirements

**EDUCATION:** Bachelor's Degree; Studies in business, marketing, Jewish communal studies or related field desirable

**EXPERIENCE:**

- 3+ years' experience in fundraising, sales, business development, communications, volunteer management or related experience
- Knowledge of Jewish community preferred but not required
- Moderate to mastery level proficiency of Microsoft Office Suite (Outlook, Excel, Word), Databases (Salesforce), Project Management and Digital Communication tools, or equivalent. Required comfort with and desire to learn and grow with technology. Proficiency tests may be required.

**SCHEDULE:** Able to work early mornings, evenings and weekends on periodic basis as needed

## Key Areas of Responsibility

### Comprehensive Philanthropy

- Participate in a comprehensive philanthropy program: annual campaign, planned giving, affinity groups, community initiatives, impact areas, Israel, global experiences, stewardship, data, and more
- Increase donor engagement and financial support in the work of Federation, both locally and globally
- Develop a thorough understanding of MJF's mission, vision, partnerships, funding, programs, and opportunities
- Gain and maintain proficiency with Salesforce CRM to ensure appropriate and timely data accuracy, recognition, and back-end stewardship of donors and to monitor own progress
- Learn or utilize planned giving knowledge and experience in support of both MJF's planned giving efforts and the Minnesota Jewish Community Foundation's (MN JCF) work



### **Grow Support**

- Identify, qualify, cultivate, solicit, and steward MJF donors and sponsors who contribute \$1,000+
- Manage a portfolio of approximately 100 households, primarily long-term, and emergency campaign donors
- Engage with current, prospective, and lapsed donors on a regular basis, building meaningful relationships
- Develop and implement engagement, solicitation, and stewardship strategies for each managed donor
- Attend MJF, MNJCF, and partner agency events to create, cultivate, and maintain relationships

### **Affinity Philanthropy**

- Responsible for managing groups of MJF's Silver Circle (25+ year) donors, Corporate Partners, Israel Emergency donors, and Legacy donors
- Maintain tracking and reporting systems for above affinities
- Coordinate Corporate Partner solicitations, benefit tracking, and marketing collateral
- Plan and execute engagement and stewardship activities for the above affinities

### **Planned Giving**

- Manage relevant MJF and MN JCF's planned giving efforts related to collateral, marketing, prospect lists, and data
- Integrate planned giving into ongoing conversations with MJF donors and MN JCF fund holders
- Steward donors who have indicated they have left a legacy gift to MJF
- Re-launch and manage MJF's Legacy Society, including stewardship, events, and marketing and communications

### **Assume other responsibilities on the Philanthropy team as appropriate**

#### **Organizational Responsibilities**

Uphold and exemplify the Minneapolis Jewish Federation's mission and vision  
Uphold and exemplify the leadership and behavioral competencies of the organization  
Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance  
Execute professional, high level customer service, both internally and externally  
Effectively utilize technological platforms and systems for project management and communications  
Attend Federation events as position requires

#### **Salary & Benefits**

Salary: \$60,000-\$70,000

Benefits include vacation, sick leave, paid holidays, 401(k) match, disability, and life insurance. Health, dental, vision insurance available.