



The Jewish Community Center has an opening for a full time **Portfolio Manager** to join our Development team. Full-time positions at the J are eligible for our employee benefits package which includes medical, dental, company paid life, long term disability and ad&d insurance, voluntary insurance, pension, 403b, membership and program discounts.

This position will work primarily Monday-Friday; however, it will also support events and programs outside of regular working hours, including occasional evenings and weekends.

Summary:

The Portfolio Manager will play a critical role in increasing donor support and acts as an ambassador for the St. Louis Jewish Community Center. Responsibilities include: new donor identification, cultivation and stewardship of new and existing donors to increase overall retention and giving levels, and relationship management between donors and others on the board and staff who work with them. This role reports to the Director of Development, and will work closely and collaboratively with the whole development team as well as the staff at the J.

Responsibilities:

- Manage a portfolio of 150-200 new and existing donors to contribute to the JCC's annual and long-term fundraising goals. This will include individual donors, corporate sponsorships, foundations, grants, legacy giving, etc.
- Organize all stewardship activities (including personalized stewardship) to ensure that the J communicates with donors on a regular basis sharing the impact of our donors' investment
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization. Secure gifts at the \$2,500 to \$25,000+ level. Acknowledge donors through public and private recognition.
- Work with Development Director to create and maintain programs to promote planned giving as part of estate and trust planning.
- Work collaboratively with the JCC's departments to develop donor and sponsorship opportunities in support of programming.
- Assist the board and other staff with their solicitation where necessary (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Continue the growth of and provide stewardship to our annual giving society. Solicit and cultivate new and existing donors for the societies. Plan recognition events as appropriate.
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools. Help with gift entry as needed.
- Execute responsibilities on timely basis and within budgeted parameters.
- Other duties as assigned by manager.

Qualifications:

- BA/BS degree required

- Minimum of 2 years of increasingly responsible development experience with a solid understanding of fundraising concepts and demonstrated success in annual campaigns, corporate sponsorship, major gifts, planned giving, direct mail and special events is required.
- Must be able to organize and implement strategic plans (financial, business development, marketing, branding, etc.), work independently as well as part of a team, follow through on assignments and prioritize competing tasks
- Must understand government and private foundation cycles and priorities.
- Superior organization, communication, social and writing skills along with a talent for creating communal collaborations and partnerships are required.
- Judaic knowledge and a deep commitment to the JCC mission and vision are necessary.
- Proficiency in Microsoft Office suite is required (Outlook, Word, Excel, Power Point, Access).
- Proficiency using Raiser's Edge is strongly desired or a demonstrated ability to learn new software programs in support of one's work.

For additional information about the J, please visit our website, www.jccstl.org

To apply for this position, please send your cover letter and resume to careers@jccstl.org . Please indicate the position you are applying for, "Portfolio Manager," in the subject line of your email. Our application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.