

Job Posting – Senior Manager, Donor Advised Funds

Name of Position: Senior Manager, Donor Advised Funds

Location: Beachwood, OH US

Full/Part Time: Full Time

About the Senior Manager, Donor Advised Funds position:

The Senior Manager, Donor Advised Funds is responsible for all aspects of the Donor Advised Fund program, working closely with Donor Advised Fund holders to help fulfill their philanthropic goals. The Senior Manager, Donor Advised Funds will develop trusted relationships with DAF holders and provide guidance and assistance that ensures a positive experience for their grantmaking. This includes working closely with a dedicated team to ensure that the program is operating efficiently and doing so within the bounds of all applicable regulations. In addition, this role includes working collaboratively with the Development team as the Donor Advised Fund expert and identifying opportunities for further engagement. The ideal candidate will be able to manage a robust program as well as think creatively and strategically with a development mindset.

The Senior Manager, Donor Advised Funds is a full-time position reporting to the Assistant Managing Director, Endowment Development & Supporting Foundations and is part of a dynamic and enthusiastic team. The Federation offers numerous benefits, including the opportunity to work in partnership with staff and community members, a robust professional development program that is designed to meet the individual needs of every staff member, and an all-around positive work environment.

Essential Functions:

Oversee and implement Donor Advised Fund Stewardship Plan

1. Work with Development colleagues to develop stewardship opportunities for our DAF holders, including community briefings and meaningful educational programming pertinent to Donor Advised Funds
2. Evaluate and update Donor Advised Fund related materials
3. Serve as point person for all incoming Donor Advised Fund consultations

Oversee the Donor Advised Fund Program Operation

1. Database knowledge as it pertains to Donor Advised Funds
2. Manage daily workflow for the Donor Advised Fund Program
3. Oversee process for approving New Grantees
4. Ensure proper processing of checks and review letters that accompany checks
5. Oversee acknowledgement process
6. Review grant recommendations from donors for accuracy and purpose
7. Supervise DAF team members
8. Consult with colleagues in the IT, Fiscal and Legal departments as appropriate

Manage Donor Relations and External Aspects

1. Manage communications for the DAF program
2. Oversee process of donations to Donor Advised Funds in partnership with the Fiscal Department
3. Open new Donor Advised Funds with donors and train staff
4. Report to the Endowment Fund Committee and oversee the Donor Advised Fund Committee
5. Build and maintain relationships with other Donor Advised Fund providers

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including other Federations

Additional Duties/Responsibilities

1. Federation staff members have an annual fundraising campaign assignment.

Qualifications:

1. Ability to maintain a high level of confidentiality and professional integrity, with an ability to inspire confidence and function as a trusted advisor
2. Proactive and solution-focused
3. Ability to exercise initiative and sound judgment and to respond resourcefully
4. Strong customer service skills, exercising poise, tact, and diplomacy
5. Strategic and creative thinker
6. Working knowledge of and/or experience in the Jewish community, and Jewish culture and traditions
7. Demonstrated experience supervising others
8. Basic knowledge of tax advantages for philanthropic giving
9. Proficiency in computer software skills (MS Office applications and CRM databases)
10. Masters or advanced degree preferred
11. Work experience in a nonprofit organization in a development role is preferred

About the Federation:

The Jewish Federation of Cleveland (JFC) is a 118-year-old community cornerstone that aspires to leave no community member behind. Rooted in traditional Jewish values of justice (*tzedek*), repairing the world (*tikkun olam*), acts of loving kindness (*gemilut hesed*), and Jewish peoplehood (*klal yisrael*), we commit our values into action every day. By honoring and respecting those who have come before us, and paving the way for those who will come after, we exist to build a better world and care for those who share it.

If you are qualified and interested in this exceptional opportunity, please send your resume and cover letter, and [apply here](#).