



Position: Stewardship Officer
Reports to: Sr. Director, Development Services
FLSA Classification: Exempt
Department: FRD/Development Services
Full/Part Time: Full-time

Organization Summary:

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate nearly \$30 million to leading a powerful impact in the community.

Position Summary:

The Stewardship Officer maintains connections and strengthens relationships with major donors, foundations, and corporate sponsors. The Stewardship Officer plans, develops, coordinates and deploys unique and meaningful experiences, primarily through targeted communications, that reinforce the value and impact of Federation giving. This position's activities contribute toward additional gift increases and improved donor retention rates.

The Stewardship Officer reports to the Sr. Director, Development Services and works closely with the Development Services team and the SVP, External Affairs. This position also coordinates regularly with development team senior leadership and staff, communications team and operations specialists who contribute to the overall donor experience. Exceptional communication and writing skills, attention to detail and demonstrated experience analyzing and understanding donor records, development data, stewardship trends, and Jewish Federation impact data are essential.

Essential Duties and Responsibilities:

- Collaborates with development services team members, grants manager and communications team to help cultivate relationships with major prospects and donors by writing and sending custom acknowledgement letters. Custom acknowledgment letters offer an opportunity to provide program details and information that reinforce Federation's case for support and offer compelling information about key programs.
- Collaborates with grants manager to write custom gift proposals and grant applications to major donors and foundations.
- Develops Campaign HQ emails that are sent on behalf of the Campaign chairs to FRD committees and lay ambassadors. These emails provide regular updates and motivation to our campaign committees and ambassadors. Responsibilities include writing drafts, sending to campaign chairs for approval, incorporating their edits, and maintaining the calendar in collaboration with the Campaign Coordinator for sending these emails.
- Creates segmented, generic impact letters for donors \$10,000+, and identified donors at the \$1,000+ level. Impact letters illustrate the value of Federation programs and services and reinforce the impact of a donor's gift to Federation.
- Works with data team, fundraising, development and programming teams, as well as partner agencies, to obtain information about programs and services for custom acknowledgment letters, proposals and impact reports.
- Pursues donor engagement experiences for Annual Campaign donors and Jewish Community Foundation contributors based on the interests of key supporters who are not involved in traditional committee



structures, such as small group gatherings/Zoom calls with VIP visitors from global agency partners, parlor meetings, special briefings and other curated activities.

- Works with senior Development professionals on a strategy to capitalize on major gift donor societies and serve as the program lead for these activities including bi-annual King David Society (donors \$25,000+) branded newsletter, Meyer Jewish Community Foundation newsletter, and periodic updates to the Jewish Palm Beach Leadership Circle materials.
- Participates in regular brainstorming on innovative, unique and personalized stewardship communications and experiences. Collaborates with marketing department to create personalized additions to Federation-wide communications initiatives that recognize and thank donors in giving societies. For example, working with Donor Relations, Development and Marketing teams on a donor welcome program or lifecycle moment initiative.
- Other duties as assigned.

Qualifications and Success Factors:

- Bachelor's degree required.
- Three (3) or more years' experience with fundraising, securing corporate sponsorships, account management or maintaining donor relationships strongly preferred or equivalent combination of relevant education, experience and skills required.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Strong experience and ability working with CRM databases.
- Strong written and verbal communication skills.
- Strong interpersonal skills and ability to develop excellent relationships with internal and external colleagues and stakeholders.
- Experience and demonstrated ability to coordinate and prioritize workflow processes including managing multiple tasks, setting schedules, meeting deadlines, organizing and planning.
- Experience planning, implementing and personally executing a variety of cultivation, thank you and engagement initiatives in a fundraising and/or non-profit setting.
- Ability to draft correspondence and create a narrative that includes impact and gratitude.
- Ability to navigate in a matrix-management organizational structure with accountability to multiple, cross functional stakeholders and work groups.
- Comfortable working independently as well as collaborating as part of a team.
- Comfortable working in a fast-paced work environment and adapting to rapidly changing priorities and needs.
- Must be able to pass a Level 1 background check.

Work Environment:

Position is eligible to work from home ***occasionally*** in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g., coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.



The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: HRrspv@jewishpalmbeach.org.

NO CALLS, PLEASE.