



**Position:** Director, Jewish Women’s Foundation  
**Reports to:** Vice President, Women’s Philanthropy  
**FLSA Classification:** Exempt  
**Department:** Financial Resources Division (FRD)/Women’s Philanthropy/Jewish Women’s Foundation  
**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, the Jewish Federation inspires thousands of community members to contribute, volunteer, and participate in programs that generate \$50 million, thereby creating a significant impact within the community.

The Jewish Women’s Foundation operates as a program under Women’s Philanthropy (JWF). It strengthens Federation's role as the local community's center for innovative philanthropic programs and enhances Women's Philanthropy's capacity to adapt to emerging philanthropic trends, which include growing donor interest in giving circles, giving through a Jewish lens, supporting specific causes and projects, meeting community needs, engaging with constituents on a deeper and more profound level, and advancing Federation's core values.

Now is an exciting time to join Federation of Palm Beach County. With the strength of Federation’s professional and lay leadership, a steadfast commitment to the growth of Women’s Philanthropy, the success of the Jewish Women’s Foundation, and the Federation’s Campaign for the Future—which honors gifts to the Annual Campaign and Targeted Giving—we are poised for exceptional progress.

**Position Summary:**

The Director of the Jewish Women’s Foundation (JWF), a program of Women’s Philanthropy of Jewish Federation of Palm Beach County, will serve as Federation’s lead JWF professional. The role will involve actively managing the operations and activities of the JWF and the JWF Leadership Council, a subcommittee of Women’s Philanthropy, in partnership with the Vice President for Women’s Philanthropy and other leaders, as well as working collaboratively to advance the goals of Women’s Philanthropy. This is a non-supervisory position.

The Director will report to the Vice President for Women’s Philanthropy who will be responsible for reviewing the Director’s performance. Women’s Philanthropy, including the JWF, is integrated within Federation’s development department. This department includes Development, External Affairs, and William A. Meyer Jewish Community Foundation and aligns all its activities with the strategic priorities of a multi-year development plan. An essential aspect of this role is fostering a strong sense of teamwork across the fundraisers, promoting a spirit of collective enterprise, and upholding a shared commitment to Federation’s organizational goals, policies, and procedures.

The Director will work with JWF Trustees and GEMs, including but not limited to members of the JWF Leadership Council, to plan and execute grantmaking, implement programming, develop new Trustees, oversee JWF financial activity and administer financial policies.

**Essential Duties and Responsibilities:**

As the professional manager of the JWF, the Director will serve as a partner and advisor to the JWF Leadership Council and Trustees, and the Women’s Philanthropy Board. The Director’s responsibilities will include:

- Take a primary leadership role developing and implementing strategic plans for JWF, in consultation with lay leadership, VP, Women’s Philanthropy, and professional colleagues, to maximize JWF’s integration into Women’s Philanthropy at Federation.

- Advise the Trustees of opportunities, obligations, and limits to the functioning of the JWF within the scope of Women's Philanthropy as a committee of Federation.
- Facilitate Trustee initiatives directly related to the mission and goals of the JWF, specifically grant making.
- Prepare, instruct and inform JWF Leaders, equipping them to make optimal grants and programming decisions.
- Facilitate relationships among the Trustees and between the Trustees and grantees.
- Working closely with the VP, Women's Philanthropy, implement the informed decisions of the Trustees about grants, activities, and programs.
- Consult with JWF Leadership Council regarding activities that affect the JWF's relationships with other parts of Federation, the Jewish and broader communities, and JWF grantees.
- Attend all Women's Philanthropy, Executive Committee and Board of Director's meetings.
- Staff all JWF Leadership Council and related grantmaking committees and their meetings, providing support including but not limited to sending calendar invites, tracking attendance, setting agendas, preparing, and distributing materials, memorializing minutes in partnership with lay leadership.
- Review and organize letters of intent and grant proposals; conduct comprehensive analysis of applications; oversee grants and post-grant reports; and write summaries of recommended proposals in consultation with VP, Women's Philanthropy and Federation's Community Planning & Strategy, External Affairs, Finance and William A. Meyer Jewish Community Foundation departments.
- Establish and maintain relationships with grantee partners; offering support to applicants as needed.
- Provide guidance to External Affairs partners, ensuring that their communications align with the overarching strategy. In consultation with Federation's External Affairs department, create promotional materials and grantee impact stories and assist in website content management.
- Regularly maintain department files and database inputs.
- Prepare Federation professional and lay leaders for donor meetings and manage the pipeline of solicitations for JWF and Trustee membership.
- Manage a modest portfolio (< 25) of donors, while primarily focusing on management activities that facilitate the success of JWF. Schedule and successfully conduct face-to-face conversations and solicitations.
- Oversee special campaigns and other fundraising initiatives for JWF, as needed and approved.
- Cooperate with all development staff and key volunteer solicitors to promote the acquisition of major and planned gifts to Jewish Federation's strategic funding priorities.
- Participate in mandatory Federation activities on an ongoing basis.
- Though an individual contributor, manage activities of volunteer leaders effectively.
- Collaborate with fellow Federation professionals to ensure collaboration between teams and the achievement of mutual objectives. Facilitate a systematic flow of information and coordination with other Federation departments and staff regarding the JWF Trustee & GEM pipeline, strategies, and planned solicitations.
- Align JWF policies, procedures, and resource materials, with assistance from Federation colleagues with existing Federation policies and procedures. Ensure JWF activities meet expectations regarding adherence to policies and procedures.
- Follow Federation policies, including procedures calling for the Federation Board Chair and the Federation President & CEO to be the responsible parties for speaking on behalf of Federation and assigning delegates to speak on behalf of Federation, and to follow Federation's Guidelines for Use of Social Media.
- Work within the policies and procedures of Federation's Employee Handbook, and workplace expectations regarding Federation's in-office work schedule, which permits an optional up-to-one-day to week remotely, requesting time-off policies, etc.
- Manages special projects as requested.
- Other duties as assigned.

**Qualifications and Success Factors:**

- Bachelor's degree from an accredited institution, Master's degree or better preferred.
- 5 years or more years' related work experience, preferably in the non-profit sector in the area(s) of women's empowerment, social justice, philanthropy, and/or Jewish communal service or equivalent combination of relevant education, experience and skills required.
- Excellent interpersonal, organizational, written, and oral communication skills.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Experience working with individual donors preferred.
- Experience creating written communications (i.e., website content, newsletters, reports, etc.).
- Knowledge of the Jewish community and culture.
- Some knowledge and experience addressing women's issues.
- Detail oriented, organized, and able to set and achieve goals.
- Comfortable handling multiple projects simultaneously.
- Successful track record with personal solicitation in the \$1K - \$10K range.
- Personal commitment to Jewish values and knowledge of Jewish traditions.
- Previous experience with fundraising databases and the ability to utilize data strategically.
- Demonstrated understanding of the complexity of the volunteer/professional relationship and success in managing those relationships in an effective and professional manner.
- Demonstrated ability to take initiative and work independently, but also integrate and lead teams.
- Capacity to manage confidential information; use discretion and good judgment.
- Ability to think critically and use independent judgment.
- Ability to manage complex, sensitive issues and situations with tact and great skills.
- Ability to maintain professional appearance in accordance with Federation dress code.
- Must be able to pass Level 1 background check.
- Must be able to work off-shift hours including nights and weekends, as needed.
- Must maintain valid Florida driver's license.
- Must be able to travel, including internationally, when needed.

**Compensation and Benefits:**

**In addition to a competitive salary, Jewish Federation of Palm Beach County currently offers the following benefits:**

- A comprehensive benefits package including 15-25% of employee-only premiums paid for medical and dental and 100% of premiums paid for vision insurance.
- Federation contributions toward HSA accounts.
- Federation-paid Life/AD&D policy.
- Federation-paid long-term disability (LTD) insurance.
- Medical and dependent-care Flexible Spending Accounts (FSA).
- Hybrid work schedule.
- Professional development and training opportunities.
- Paid vacation and sick leave.
- Generous paid holiday schedule.

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



Federation strongly encourages applications from individuals with varied identities and backgrounds. As an equal opportunity employer, all individuals are encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, financial status, or any other class protected under federal, state, or local laws.

Federation is committed to the full inclusion of all qualified individuals. If accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Mary Kay McGann at [mary.kay.mcgann@jewishpalmbeach.org](mailto:mary.kay.mcgann@jewishpalmbeach.org) for assistance.

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

**NO CALLS, PLEASE.**