



## Stewardship Officer

### Overview and History:

The Jewish Federation of Palm Beach County (JFPBC) is a 501(c)3 nonprofit organization dedicated to transforming, inspiring, and saving lives in the Palm Beaches and 70 countries worldwide. Each year, JFPBC inspires thousands of community members to contribute, volunteer, and participate in programs that generate more than \$50 million, creating a powerful impact in the community. Working every day to improve the lives of Jewish people, JFPBC funds 13 agencies and programs in the Palm Beaches and around the world to strengthen the social service network for all, build a strong and inclusive Jewish community, and provide help to those struggling through adversity.

JFPBC seeks a Stewardship Officer to maintain connections and strengthen 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 JFPBC giving. This position's activities contribute toward additional gift increases and improved donor retention rates.

### Essential Duties and Responsibilities:

- Collaborates with colleagues to help cultivate relationships with major prospects and donors by writing and sending custom acknowledgement letters.
- 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.
- Creates segmented, generic impact letters for donors \$10,000+, and identified donors at the \$1,000+ level.
- Works with data, fundraising, development, and programming teams, and 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 Meyer Jewish Community Foundation contributors based on the interests of key supporters who are not involved in traditional committee structures.
- Works with senior Development professionals 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 updates to the Jewish Palm Beach Leadership Circle materials.

### Compensation and Benefits:

In addition to a competitive salary, JFPBC currently offers the following benefits:

- A portion of medical and dental premiums are Federation-paid.
- 100% of vision premiums are Federation-paid.
- 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

### Position Summary

**Posted:** February 2024

**FLSA Designation:** Exempt

**Full/Part-Time:** Full-time

### 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.
- Excellent written and verbal communication 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 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, meeting deadlines, organizing, and planning.
- Experience planning and implementing a variety of cultivation, thank you and engagement initiatives.
- 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.
- Acute attention to detail and accuracy.
- Comfortable working in a fast-paced work environment and adapting to rapidly changing priorities and needs.
- Must be able to work a minimum of three (3) events annually.

**Apply online via JFPBC's [Career's page](#), or email resume and cover letter to:**

**[HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org)**

JFPBC 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.