



Foundation Operations Officer

POSITION SUMMARY

The Jewish Federation & Foundation of Greater Toledo ("JFGT") seeks an engaging, dynamic, and motivated professional to join our team as a Foundation Operations Officer to be part of its Endowment team. The Foundation Operations Officer ("FOO") is a full-time, exempt employee of Jewish Federation of Greater Toledo ("JFGT"). The FOO in coordination with the JFGT Chief Executive Officer and the Foundation Legacy and Endowment will support the infrastructure of the Toledo Jewish Community Foundation ("TJCF") in its mission to enhance and strengthen the Jewish community through total financial resource development. The FOO will provide operational support to TJCF in the key areas of board, supporting organization and committee operations, processing of fund distributions, grants and planning and execution of donor events.

BACKGROUND

With an annual operating budget of over \$4 million dollars and a staff of approximately 30 full time team members, JFGT is the central address community programing, services and philanthropy for the Jewish community of northwest Ohio and part of southeast Michigan. JFGT includes a successful endowment program through the Toledo Jewish Community Foundation ("TJCF"), a seven-figure annual campaign, a Jewish Senior, Family and Social Services division including a community food pantry, a professionally staffed Jewish Community Relations Council, a preschool in its own building, the PJ Library program, an active Next Jewish Generation program, Hillel programs at two state universities, exceptional programs for community members age 60 and better and a Toledo Jewish Community Cemetery Association that operates and maintains two cemeteries.

TJCF has been cultivated in the Toledo Jewish community for over 25 years and is responsible for an investment portfolio of approximately \$50 million dollars. TJCF coordinates contributions and distributions for 58 donor advised funds and approximately 120 other restricted, board-restricted, designated and unrestricted funds. TJCF provides stewardship for four supporting organizations with over \$18 million dollars in assets as well as dozens of restricted and designated funds including Lion of Judah Endowments and Perpetual Annual Campaign Endowments.

The Toledo Jewish community is small but continues to support three synagogues as well as Chabad. Toledo boasts the University of Toledo, the Toledo Mudhens, the nationally recognized Toledo Zoo and the Toledo Museum of Art. Toledo is at the cross-roads of America with easy north/south highway access on I-75 and east/west highway access on I-80. It is within 50 minutes driving to Ann Arbor, 55 minutes to Detroit, 2.5 hours to Cleveland, and 4 hours to Chicago.

QUALIFICATIONS

- Bachelor's degree preferred; law degree or other advanced degree in finance, tax or accounting beneficial.
- 3-5 years' experience in non profit operations or management, fundraising and planned gift development preferred.
- Knowledge of fundraising database systems and the use of technology in prospect identification and research.
- Effective at forging strong interpersonal alliances at all levels both within and outside the organization.
- Excellent written and verbal communication skills.
- Knowledge and understanding of Jewish customs, traditions, the Jewish community, and the Federation field.

MAJOR RESPONSIBILITIES

- Develop facility with the TJCF's Donor Advised Fund online portal and assist DAF holders with all online portal needs.
- Coordinate and perform efforts with the Foundation Legacy, Endowment and Giving Officer in connection with marketing, public relations and events to educate and engage the community in distribution and endowment opportunities.
- Develop and provide oversight of administrative procedures and interface with legal and fiscal and investment advisors to ensure compliance with legal, financial, fiduciary and JFGT/TJCF management policies.
- Process and oversee the grant cycles within TJCF operations for the TJCF Long Term Community Needs Fund, designated and restricted funds and Supporting Organizations, including publishing and promoting requests for proposals, application intake, review, decisions, meeting coordination, grant distribution and post-grant evaluation.
- Review policies and procedures regarding gift acceptance, donor advised and philanthropic funds, restricted and unrestricted funds and propose amendments consistent with current best practices among peer institutions.
- Staff TJCF Board and committee meetings, and other supporting organizations, as assigned.
- Conduct annual review of life insurance and analysis of life insurance holdings.
- Coordinate, staff, prepare agendas, meeting minutes and post-meeting follow up for the following TJCF standing committees: (1) Legal and Tax; (2) Acceptance; and (3) Investment.
- Coordinate TJCF's relations with its investment advisor and assist with evaluating performance.

- Supervise preparation and dissemination of quarterly donor reports including donor newsletters.
- Provide oversight for college scholarship and financial assistance review process in conjunction with Jewish Senior, Family and Social Services.
- Coordinate efforts with the Foundation Legacy and Endowment Giving Officer and the Donor Development Officer as part of the FRD division of JFGT including appropriate budgeting.
- Represent the TJCF at community functions and be a visible presence at events in the Jewish and non-Jewish community, as appropriate and requested.
- Develop metrics and benchmarks to measure success in meeting TJCF philanthropic goals and in delivering donor services and provide regular progress reports.

TO APPLY

Applicants must include a cover letter stating interest in the position, a list of three (3) recent professional references who only will be contacted in case of a candidate being interviewed, and a resume of educational and professional experience. Application should be sent via email to tina@jewishtoledo.org.

Salary range: \$60,000 to \$75,000