



**Women's Philanthropy / Young Adult Division (YAD) Director**  
(Full Time - Exempt)

Jewish Federation of San Antonio seeks a dynamic and motivated professional – who thrives on building & stewarding relationships, cultivating volunteer leadership and building community -- to lead our Women's Philanthropy and Young Adult efforts.

This individual will serve as a part of the Development team, while working closely with lay leaders to maximize education, engagement, volunteer leadership and philanthropy among women as well as young adults in the San Antonio Jewish community. This role will involve planning and executing various events and programs, including but not limited to campaign-related events, education or engagement-oriented events, and leadership development programs. He/she will have an important role in planning, implementing and growing the Jewish Federation's annual campaign, and larger development efforts.

Working with Federation colleagues, the ideal candidate will demonstrate a commitment to Jewish life in all of its expressions, an entrepreneurial spirit and experience working with the target population. The Women's Philanthropy/YAD Director works under the supervision of the Chief Development Officer, and is supported by the Development Administrator.

The **Young Adult Division** focuses on Jewish adults in their 20's, 30's and early 40s, including singles, couple and young families. The goal of YAD is to provide opportunities for this population to convene, engage, connect and enrich their Jewish identities, with a long-term goal of commitment and investment in Jewish organizational life.

**Women's Philanthropy** focuses on women of all ages and encourages women to convene, engage and proudly express their Jewish commitment to each other and to the community through volunteering their time and resources.

The ideal candidate will demonstrate a passion for building relationships and creating connections that promote Jewish identity and engagement with the Gen X and Gen Y populations, as well as women of all ages.

**Essential Duties & Responsibilities:**

***Event Administration & Volunteer Development***

- Creates, publicizes, enhances and optimizes Women's Philanthropy and Young Adult Division events and programs, while identifying new areas of opportunity
- Works in partnership with volunteer leadership (the Women's Philanthropy Chair and YAD Chair, in particular) and Event Chairs to schedule & plan meetings and programs and to set agendas
- Ensures distribution of meeting notes and ensures follow-through on action items
- Works to recruit and develop volunteer leadership for campaign, Women's Philanthropy, and YAD
- Engages in community activities and serves as a leadership role model for women as well as young adults in the community
- Assist with other related development and JFSA events as determined by the CEO

## ***Fundraising***

- Works with Chief Development Officer to develop and implement annual campaign operating plan for Women's Philanthropy and for YAD
- Cultivates and stewards donor prospects to actively participate in general Campaign, Women's Philanthropy, and YAD activities, ultimately growing the campaign and the donor base
- Provides support, guidance, and follow-up to volunteer campaign solicitors
- Tracks and manages Campaign achievement in both the Women's and Young Adult divisions.
- Evaluates campaign results, achievements and areas for improvement

### **Desired Qualification and Experience:**

- Bachelors degree in related field/advanced degree preferred
- Strong skills in donor development, cultivation and direct solicitation
- Ability to build strong relationships that result in leadership and financial commitments
- Strong emotional intelligence, communication and interpersonal skills, and ability to adapt communication style to various audiences
- Demonstrated ability to work effectively as part of a team
- Demonstrated understanding of volunteer/professional dynamics
- Capacity to manage and organize information confidentially
- Ability to juggle multiple projects simultaneously and meet all deadlines
- Flexibility to work evenings and occasional weekend meetings/events
- Knowledge of the Jewish community, customs and traditions, including knowledge of Israel
- Understanding of, appreciation and passion for the mission of Jewish Federation of San Antonio

### **About San Antonio and the Jewish Federation of San Antonio:**

With a Jewish population of over 9,000, San Antonio is a warm, family-oriented community in a beautiful, spacious city. Home to the **Alamo** (<http://www.thealamo.org>), **Riverwalk** (<http://www.thesanantonioriverwalk.com>) and **Fiesta** Spring Festival (<http://www.fiesta-sa.org>), San Antonio is a vibrant city with a tight knit, welcoming and committed Jewish community.

The Jewish Federation of San Antonio is the central convening, fundraising and community planning organization of the local Jewish community, with an annual campaign of \$1.5 million dollars and total endowment assets under management of \$11 million dollars. JFSA provides funding for several program areas, primarily through three agencies: Barshop Jewish Community Center, Jewish Family Services, Hillel San Antonio and Torah Academy of San Antonio. As well, JFSA provides financial support for Jewish life in Israel and elsewhere in the Diaspora. JFSA is part of the Western Galilee/Central Area Consortium of Partnership 2GETHER, promoting people-to-people relationships through cultural, social, medical, educational and economic programs.

For more information, please contact: Ronit Sherwin, CEO, [sherwin@jfsatx.org](mailto:sherwin@jfsatx.org), 210-302-6961