



JOB DESCRIPTION

Position Title	Women's Philanthropy Manager
Department	Development
Reports To	Chief Development Officer
FLSA Status	Exempt/Salaried
Pay	60-70k/year
Schedule	full-time, 38 hours/week
#Direct Reports	0

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Position Summary

The Women's Philanthropy Manager is responsible for building and strengthening engagement and philanthropic support through Women's Philanthropy initiatives. This position manages donor relationships, coordinates fundraising and engagement strategies, oversees the Lion of Judah program and develops meaningful programming that inspires women to deepen their connection to the Jewish community and Federation's mission.

Working collaboratively with professional staff, lay leaders and volunteers, the Women's Philanthropy Manager helps advance the organization's annual campaign goals while fostering a culture of philanthropy, leadership development and community impact.

Key Pillars/Responsibilities

- Annual Campaign
- Lion of Judah Program
- Donor Portfolio
- Women's Programming

Essential Functions

Annual Campaign

- Lead the planning, execution and management of the Women's Philanthropy annual campaign, including donor solicitation, stewardship, reporting and coordination of meetings, outreach and follow-up activities.

- Design and implement strategies to increase donor participation, retention, upgrades and acquisition, while tracking progress, engagement and pledge fulfillment through CRM systems.
- Partner with leadership, development staff and volunteer leaders to advance campaign goals, support peer-to-peer fundraising and ambassador outreach, and align efforts with integrated Federation fundraising initiatives and community priorities.

Lion of Judah Program

- Oversee all aspects of the Lion of Judah program, including stewardship, recognition, recruitment, engagement and accurate maintenance of donor records and recognition lists.
- Develop and implement growth strategies to expand Lion participation and encourage step-up giving, including support for endowment and legacy giving conversations in partnership.
- Plan and execute Lion of Judah events, educational opportunities and recognition experiences, supported by consistent, personalized communication with current and prospective Lions.
- Serve as staff liaison to Lion of Judah volunteer leadership committees, fostering meaningful connections between Lions and JPSA impact areas locally, in Israel and globally.

Donor Portfolio

- Manage and cultivate a portfolio of assigned donors and prospects through personalized relationship-building strategies, including meetings, calls and ongoing engagement touchpoints that strengthen philanthropic investment.
- Develop and execute individualized cultivation, solicitation and stewardship plans, identifying opportunities to deepen engagement through leadership roles, events, missions and volunteer experiences.
- Prepare donor proposals, briefing materials and stewardship communications, and participate in year-round donor recognition and appreciation efforts.
- Maintain timely and accurate documentation of donor interactions, moves management activity and fundraising outcomes within CRM systems.
- Collaborate with senior staff and volunteer leaders to align donor strategies and relationship management approaches.

Women's Programming

- Plan, coordinate and deliver Women's Philanthropy programs, events and engagement opportunities, including educational, social, leadership and philanthropic experiences that appeal to diverse audiences and generations of women.
- Partner with volunteer committees, community partners and marketing and communications staff to create meaningful, mission-driven experiences; promote programs; increase participation; and ensure alignment with JPSA priorities, values and community needs.

- Oversee all event logistics, including volunteer engagement, program development, budgeting, communications, on-site operations and post-event follow-up, stewardship and evaluation.
- Foster opportunities for relationship-building, Jewish connection, leadership development and community engagement, while evaluating program effectiveness and participant engagement to inform future planning.

Other

- Attend relevant conferences and workshops and participate in professional networks to continually enhance knowledge and skills.
- Demonstrate JPISA's core values which include being flexible, open-minded, reliable, accountable, creative, a critical thinker, an effective collaborator, an open and respectful communicator, a good ambassador for the organization and ready to pivot as necessary.
- Work evenings and weekends as needed to accomplish the essential functions of the role.
- Other duties to accommodate evolving business needs.

Required Qualifications

- Bachelor's degree in a related field such as nonprofit management, business or communications.
- Minimum of three years of demonstrated experience in sales or in face-to-face fundraising, donor cultivation and relationship management, preferably within a nonprofit or philanthropic organization.
- Strong understanding of Jewish culture, values and philanthropic traditions. A knowledge of the local Jewish community and its opportunities and challenges is preferred.
- Proven ability to build and sustain relationships with women of influence and affluence, demonstrating high emotional intelligence, professional maturity and sound judgment.
- Demonstrated leadership skills, including the ability to motivate, engage and collaborate effectively with individuals and groups.
- Strong organizational, project management and administrative skills, with the ability to prioritize competing demands, multitask, meet deadlines and perform effectively under pressure.
- Excellent written and verbal communication skills, with confidence initiating relationships and navigating complex or sensitive conversations.
- Demonstrated responsiveness and reliability in addressing donor and volunteer needs, including a commitment to timely, professional and thoughtful communication across phone, email and in-person interactions.
- Proficiency in CRM systems/databases for donor management, tracking and reporting.
- Entrepreneurial, flexible and execution-oriented mindset, with adaptability to changing priorities and evolving organizational needs.
- Availability to work early mornings, evenings and weekends as required.
- A valid Arizona driver's license

- Ability to legally work in the United States.
- Ability to pass criminal background check.
- Ability to provide a clean 39-month Motor Vehicle Report

Preferred Qualifications

- Advanced degree or certification in a related field is a plus.

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