



Position Title: Endowment Operations Associate

Status: Part Time, 20 hours per week, Non-Exempt

Reports to: Chief Development Officer

Background:

The Jewish Alliance of Greater Rhode Island (the Alliance) serves to enrich the quality of life for Jews in Rhode Island, in Israel, and around the world. Today's Alliance is where the community comes together as one to develop responses to critical issues facing Rhode Island. We do this through philanthropy, education and wellness opportunities, community relations, and by convening agencies, synagogues, and organizations to address issues of common concern. Together, we translate Jewish tradition and values into action. All of our work is guided by our core values:

Tzedakah: upholding the Jewish traditions of righteous giving and justice.

L'dor v'dor: securing a future filled with Jewish tradition and heritage.

Tikkun Olam: repairing the world.

Hineni: standing with others so no one stands alone.

Klal Yisrael: supporting worldwide Judaism and the State of Israel.

Torah: pursuing knowledge and lifelong learning.

Summary of Job Description:

The Endowment Operations Manager oversees all Endowment funds including Permanent, Managed, Supporting Foundation and Donor Advised Funds. The position also assists with Endowment related events and mailings and works closely with the Chief Development Officer.

Primary Responsibilities:

- Process donor recommendations and distributions for Donor Advised funds and Endowment funds.
- Edit and print tribute and memorial gift acknowledgement cards.
- Coordinate and schedule JFF board meetings and any other JFF meetings.
- Work closely with the Rhode Island Foundation for all back office tasks.
- Enter Endowment contributions into database. Prepare checks for deposit.
- Make calls to fund holders to thank them for investing with us, and to provide information about their fund.
- Prepare statement mailing lists to fund holders.
- Administrative support for WAEF, including staffing committee and member meetings and emailing of RFP and grant evaluations.
- Staff annual *Dor L'Dor* Society event and any other endowment events.
- Daily correspondence including creating agreements for new Endowment funds and writing amendments to existing funds.
- Provide support to the CFO & Chief Development Officer for all Endowment and FRD-related tasks.



Qualifications:

- Extensive MS Office, word processing, mail merge, spreadsheet, and data entry skills and attention to detail.
- Demonstrated knowledge of databases and fundraising software.
- Demonstrated experience with the Alliance's core values and a clear commitment to them.
- Strong interpersonal and communication skills.
- Ability to set priorities and handle multiple projects. Strong organizational skills.
- Enthusiastic and self-motivated individual who is comfortable working in a fast-paced environment, including occasional nights and weekends.
- Ability to work closely with others in a team environment and effectively interact with all levels of management, community leaders, donors, and volunteers.