

Established in 1954, the Jewish Community Foundation of Los Angeles (“The Foundation”) manages charitable assets of more than \$1 billion entrusted to it by over 1,300 families. The Foundation partners with donors to shape meaningful philanthropic strategies, magnify the impact of giving, and build enduring charitable legacies. Over the past 15 years, it has distributed more than \$1 billion to thousands of nonprofits across the diverse spectrum.

The Foundation’s Center for Designed Philanthropy helps donors shape meaningful, personalized philanthropic strategies, build consensus among families, and develop creative solutions to magnify the impact of their giving. It also manages the vetting and distribution of community dollars through institutional grant programs.

VICE PRESIDENT, CENTER FOR DESIGNED PHILANTHROPY

Executive summary: This role oversees The Foundation’s grantmaking, through Board level committees; the customized services provided to donors and the establishment of grant and client related policies and procedures. This role also identifies strategies to strengthen and broaden committee and board participation in Center related activities; and identifies opportunities to increase visibility, reach, effectiveness and impact through partnerships, collaborations and relationship-building.

Description: As a member of the Senior Management team of The Jewish Community Foundation, the Vice President of the Center for Designed Philanthropy is key a leader within the organization and in the community. This position interacts with the Board of Trustees, The Foundation management, prominent families and institutions in Los Angeles and represents the Foundation at the highest levels. The Foundation is a national leader in engaging philanthropists through its Center for Designed Philanthropy.

This position is responsible for overseeing:

- The Foundation’s grant making, through Board level committees
- Customized services provided to The Foundation’s donors to assist them in realizing their philanthropic goals

- The process of working with the Development Department in cultivating relationships with donors and prospects, including the presentation of funding opportunities to donors and private family foundations
- The design and implementation of leveraging opportunities through partnerships and collaborations
- Strategies to strengthen and broaden committee and board participation in Center related activities
- Donor education seminars and events
- Public speaking, representing The Foundation in the community
- Maintaining awareness of national and local trends in the philanthropic community
- Leading a staff of four

Core Competencies and Qualifications (Required)

- Bachelor's Degree
- A minimum of 10 years of experience in public, nonprofit, civic or social sectors.
- A minimum of 3-5 years of demonstrated experience effectively leading a high-performing team through periods of change and growth.
- A minimum of 5 years of experience in managing complex workflows and grantmaking for a foundation, with fluency across all technical and subject matter expertise areas of The Foundation, as well as demonstrated mastery of the technical skills related to at least two of The Foundation's funding strategies (seed funding, program, project, capacity-building, capital) and at least 2 of The Foundation's core grantmaking or client funding areas (Jewish innovation, economic development and pluralism in Israel, Los Angeles human services).
- A minimum of 5 years of applied experience designing, implementing and evaluating new grantmaking programs and special projects.
- A minimum of 5 years of experience working with board committees and lay leaders, including experience effectively communicating grantmaking and client service priorities and needs to the board and designing board engagement opportunities.
- A minimum of 5 years of experience working with philanthropic individuals and families, including experience designing and implementing donor-driven initiatives.
- Experience working with complex community organizations.
- Knowledge of the Jewish community locally, nationally and internationally as well as the Los Angeles nonprofit community, with existing positive relationships with key Jewish communal leadership
- Strong track record in successfully building and managing complex partnerships, programs and projects, in a fast-paced environment with shifting and competing priorities and deadlines.
- Experience in consulting/analysis, project management, strategy (for-profit, non-profit or public sector) or operations

Skills:

- Skilled collaborator with fluency across key departments (grants, donor services, development, finance, HR, legal, marketing, executive) as well as service vehicles (donor advised funds, endowment funds, family support organizations, discretionary grantmaking).
- Effective public speaker, convener and facilitator, known in internally and externally for their expertise and thought partnership; able to steward diverse stakeholders with diverse perspectives toward consensus and positive outcomes.
- Demonstrated leadership in the development of staff through ongoing feedback, growth opportunities that build knowledge and skill base of employees supervised.
- Detail-oriented with the proven ability to manage effectively a diverse workload and to track and manage several projects simultaneously.
- Excellent verbal, written communication and interpersonal skills necessary to develop cooperative and effective working relationships with donors, prospects, senior management, peers, direct reports, colleagues, current grantees, potential grantees, other grantor organizations and the general public.
- Excellent judgment, an ability to exercise discretion and tact in difficult, ambiguous or confidential situations, ability to make informed, independent decisions and craft support for recommendations.
- An ability to project a positive, professional image to diverse internal and external audiences.
- Skilled at synthesizing large amounts of information, with analytical and research abilities necessary to plan and organize grant programs and activities, collect and evaluate data, identify opportunities to utilize The Foundation's resources effectively, and execute on strategies.
- Skilled in working effectively independently, as a member of a team and across functions and departments.

Core Competencies and Qualifications (Desired)

- Master's Degree
- Experience utilizing a donor database (e.g., Raiser's Edge)
- Experience with GrantedGE (or other grantmaking database)

Please send resume with salary requirements to jobs@jewishfoundationla.org.
No phone calls please.

It is The Foundation's policy to provide equal employment opportunity for all applicants and employees.