



## **ORGANIZATION**

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Since 1967, the Jewish Endowment Foundation of Louisiana (JEF) has served as a repository of funds for both current charitable gifts and planned giving needs of our community. We are a non-profit corporation established to provide a world class experience for donors and grantees. We receive, administer, and allocate funds to serve the Jewish community of Greater New Orleans, its network of agencies and institutions and other tax-exempt organizations. Through grants from our general and unrestricted funds, we help to sustain our Jewish community, locally and elsewhere, by assisting in emergencies and encouraging innovative, important new projects and initiatives. JEF has an outstanding reputation for responsible investing and is trusted to steward charitable funds for many of our Jewish and non-Jewish organizations and individuals. JEF provides a broad range of fund types to meet the varied needs of its donors. You can read more about us on our website at [www.jefno.org](http://www.jefno.org).

## **CONTEXT**

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From its beginning more than 50 years ago, JEF has grown its funds under management to nearly \$60 million. We have more than 400 Donor Advised Funds and about 100 other funds. Through our Unrestricted, Designated and Donor Advised Funds, JEF distributed \$4.5 million in 2017 to Jewish organizations and other non-profit organizations important to its donors. We have a Board of Directors consisting of 32 local Jewish leaders. We have a small staff of six reporting to the Executive Director, many of whom have a long tenure with our organization. Our current Executive Director is retiring after 27 years.

## **IDEAL CANDIDATE**

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We are seeking a visionary, experienced, successful leader with powerful interpersonal skills who will continue to grow this important community organization, serving as an ambassador and trusted partner with donors, potential donors, and Jewish organizations. The Executive Director of JEF will engage with compassionate, diverse and unique people and organizations in New Orleans and throughout Louisiana in JEF's mission to ensure a strong and vibrant Jewish community for many generations to come. The Executive Director is the senior position for this organization, reporting to the Board of Directors. This exciting position requires someone with demonstrated experience in non-profit leadership, strong community relationships, and knowledge of or the ability to quickly learn about philanthropic giving approaches and related tax, legal and investment topics. The Executive Director does not provide tax or financial advice to potential donors but must be knowledgeable and up-to-date on these topics. We strongly prefer someone with deep ties to the local Jewish community.

## **DETAILS**

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### Leadership and Strategic Planning

- With the Board, establish and operationalize both a long-range and annual plan to grow the Endowment, including development of new offerings to meet the community's evolving needs

Operations and Financial Management

- Establish and maintain efficient, accurate, compliant office policies and practices, embracing new technology and preserving the confidentiality of donor information
- Develop an annual budget for the office operations
- Manage staff, office operations, and service providers, ensuring that we have the talent to meet our current and projected needs

Community and Donor Relations

- Develop and maintain knowledge of the people and organizations of our local Jewish community
- Create, develop and steward healthy relationships with donors and potential donors, community and agency leaders, and the wide network of professionals who provide legal, tax and other financial advisory services to their clients

Board Relations

- Work with the Board President to develop meaningful meeting agendas and oversight functions
- Provide timely, accurate and comprehensive financial and other information, updates about the field of philanthropic giving, and strategies to improve JEF operations
- Support Board Committees and recruitment of Board members
- Maintain strong relationships with the Board, encouraging engagement in JEF activities

Qualities

- Passion and excitement for the job
- Excellent communication skills
- Collaborative; team player, demonstrated strong relationship building skills
- Action oriented, self-directed, organized, detail-oriented
- Entrepreneurial, innovative
- Learning oriented; keeps up with the latest developments in this field
- Integrity and trustworthiness

Required Qualifications

- Bachelor's degree in relevant field
- Demonstrated leadership or management experience
- Commitment to the Jewish community, Jewish values, and Jewish communal service

Desired Experience

- Professional experience in the field of philanthropic giving a plus
- Relevant professional certifications, e.g., AEP<sup>®</sup>, CAP<sup>®</sup>, CFRE<sup>®</sup>, a plus



## **COMPENSATION AND BENEFITS**

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Competitive and commensurate with experience

## **HOW TO APPLY**

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The application period is targeted to end on August 13, 2018. To apply for this position, submit your resume and cover letter to: [JEFLAsearch@gmail.com](mailto:JEFLAsearch@gmail.com). If you are selected for an interview, you will be asked to provide three references.