

**Director of Legacy Gifts**  
**Jewish Foundation of Memphis**

The Jewish Foundation of Memphis is seeking a highly motivated professional to fill its newly created part-time position of Director of Legacy Gifts. The Director of Legacy Gifts will develop and implement initiatives to build Jewish community organization endowments through legacy gifts.

**Overall Responsibilities**

- Serve as lead staff of the Create Your Jewish Legacy (CYJL) committee, a joint committee of Memphis Jewish Federation and Jewish Foundation of Memphis;
- Develop and Manage the Create Your Jewish Legacy program including but not limited to:
  - Developing criteria and requirements for partner organizations;
  - Developing a formal application process;
  - Developing a Brit Kodesh (moral contract) for use between CYJL & participating organizations;
  - Working with partner organizations to develop and implement their legacy plans;
  - Developing a tracking system to assess progress toward meeting program's goals.
- Develop training sessions around legacy development for leadership and staff of the partner organizations;
- Participate in national training programs/meetings;
- Maintain regular contact with Jewish Federations of North America regarding progress toward meeting goals.

**Required Skills**

We seek a candidate with a passion for the Jewish community who is committed to securing the financial future of Memphis' Jewish community agencies through the building of endowment funds. Specific skills required include:

- Minimum of 5 years professional experience in fund raising, marketing or programming preferably in a non-profit setting;
- Basic knowledge of planned giving strategies and techniques;
- Involvement in and knowledge of the Memphis Jewish community;
- Excellent organizational skills with attention to detail;
- Able to juggle multiple assignments and meet deadlines;
- Organized, detail oriented and excellent follow-through;
- Excellent oral and written communication skills including public speaking;
- Ability to maintain meticulous records of conversations, gifts and follow-up activities;
- Ability to work with diverse individuals including organization executives, volunteers, and high net worth individuals;
- Team-oriented professional willing to "go the extra mile" to get the job done.
- College degree required.

Qualified candidates should send their resume and cover letter to: [jfomhr@gmail.com](mailto:jfomhr@gmail.com)