



## **JDC Public Job Post: Planned Giving Administrator**

JDC has an opportunity for an administrative or paralegal professional ready to take the next step into an intermediate-level position working towards the legacy of a 100-year-old humanitarian nonprofit. The Planned Giving Administrator contributes to the growth of planned gifts across the organization by providing specialized, administrative assistance for all planned giving needs.

This is a great opportunity for an early-career professional looking to grow with an evolving Planned Giving function, touching the legal, financial, and fundraising realms.

### **What will you do as a Planned Giving Administrator?**

#### Administrative Assistance – 50%

- Provide administrative assistance to the Director of Centennial Campaign and Planned Giving and two Senior Development Officers, including calendaring, travel, and recording interactions with Donors in Raiser's Edge
- Complete administrative processes necessary for the realization of all planned gifts
- Perform general administrative work for the Planned Giving unit including donor correspondence, follow up materials, gift and trust filing, maintenance of mailing lists, and general proofreading

#### Planned Giving and Endowment Administration – 50%

- Provide the first line of customer service assistance for donors, prospects, and their representatives contacting the planned gift unit by mail, email, and phone
- Manage flow of information and paperwork to the Director of Planned Giving and other Development Officers
- Review gift application materials received and the processing of final life income gift agreements, while maintaining compliance with all federal and state regulations, including liaising with JDC's outside gift administrator
- Work with outside vendors to implement estate planning marketing materials, across print, email, website, and presentations
- Working closely with Finance and Gift Processing teams, manage donor records in Raisers Edge database
- Compile statistical data and reports of planned gifts, pledges, payments, and distributions received



- Coordinate and maintain directory of allied professionals: estate planning attorneys, financial advisors, accountants, and insurance executives for marketing and referrals for Planned Giving prospects.
- Familiarize yourself with JDC's global mission and work

### **What qualifications do you need to be our Planned Giving Administrator?**

- Prior experience in an administrative position required; related para-legal course work or degree a plus
- Prior experience working under pressure and meeting deadlines
- Proficiency in Microsoft Office 365 Suite required
- Comfort with technology, ability to learn new systems; proficiency in Raiser's Edge or a similar database (e.g. Salesforce, other CRM's) and Planned Giving software (e.g. PG Calc) a plus
- Outstanding organizational skills, detail orientation, thoroughness, and precision; the ability to maintain accuracy while working quickly
- Proactive and creative problem-solving
- People-orientation; impeccable customer service and teamwork skills
- Excellent business writing skills
- High degree of interest in working in relationship-based fundraising for a global nonprofit
- Experience working in either a legal, nonprofit fundraising, or financial field a plus

### **Additional Details**

- Employment Type: Full-time
- Hours: 35 hours/week, 8:45 AM – 4:45PM
- Location: New York, NY, with the option to work from home up to 3 days/week
- Reports to: Director of Centennial Campaign and Planned Giving
- Job Function/Department: Resource Development

### **What are the compensation and benefits for a Planned Giving Administrator?**

- This a full-time, salaried position paid semi-monthly. This role is non-exempt per the FLSA.
- We offer an excellent benefits and compensation package, including but not limited to:
  - 100% paid medical and dental insurance for employee coverage
  - Paid time off, including vacation days, sick and personal days, and Jewish and national holidays
  - Paid parental leave policy
  - 403(b) with JDC contributions of 6.5% of salary
  - Flexible Spending Accounts (FSA), commuter benefits, and life insurance
  - Learning & Development: Ongoing opportunities for professional development through workshops and trainings with our internal L&D program



The Leading Global Jewish  
Humanitarian Organization  
JDC.org

- Food Perks: Bagel Fridays in the winter, Ice Cream Fridays in the summer, and beverages/snacks in the office

### Why work at JDC?

- **The People** – What we hear most from our team members is that they enjoy working with others who share their passion for doing good; Our staff aim to use their skills to make a positive difference in the lives of others
- **A Global Environment** – you will have the opportunity to develop a global perspective, working with staff from the U.S., Israel, the Former Soviet Union, and all over the world
- **Tikkun Olam** – This Jewish value of “repairing the world” is deeply important to us. Collectively we are dedicated to making a positive impact on the lives of others

### Equal Employment Opportunity

JDC is proud to be an equal opportunity employer. As the world’s leading global Jewish humanitarian organization, we are committed to treating people with compassion and respect. All qualified applications will be considered for employment without regard to age, race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, disability, mental disorder, familial status, veteran status, genetic information, or any other protected characteristic as established by law.

### Apply Now!

Submit your resume [here](#).

Application Deadline: Rolling

Expected Start Date: October 2021

---

### About JDC

JDC -- the American Jewish Joint Distribution Committee or "The Joint" -- is the leading Jewish humanitarian organization, working in 70 countries to lift lives and strengthen communities. We rescue Jews in danger, provide aid to vulnerable Jews, develop innovative solutions to Israel’s most complex social challenges, cultivate a Jewish future, and lead the Jewish community’s response to crises. For over 100 years, our work has put the timeless Jewish value of mutual responsibility into action, making JDC essential to the survival of millions of people and the advancement of Jewish life across the globe.

For more information, please visit [www.JDC.org](http://www.JDC.org).