



## Planned Giving and Estates Department

### Planned Giving Associate – Part Time – Remote

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the education of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. Headquartered in New York City, FIDF is a 501c3 not-for-profit corporation that operates 24 regional offices in the United States and Panama.

FIDF offers educational, cultural, recreational, and social services programs and facilities that provide hope, purpose, and life-changing support for the soldiers who protect Israel and Jews worldwide. Their job is to look after Israel. Ours is to look after them.

#### **Position Summary:**

The Planned Giving and Estates Department seeks a creative, energetic thinker and problem solver that strives for excellence. The individual will be joining a team of two others and reports to the National Director of Planned Giving and Estates. This new position is essential to the growth of the department.

#### **Education:**

- Bachelor's degree from an accredited school preferred.
- A minimum of 2 years of experience in Planned Giving and/or Fundraising.

#### **Skills and Experience:**

- Familiarity with planned giving language and a basic understanding of accounting and investment terminology.
- Proficient in Raiser's Edge and Excel.
- Excellent project management experience.
- Excellent analytical skills and attention to detail.
- Excellent customer service skills.
- Some knowledge in the areas of bequests and charitable giving a plus.



## **Essential Job Duties:**

- Analyze the long term financial and data base requirements to track current and future planned gifts, including Charitable Gift Annuities, bequests, and the donation of stock.
- Update Raiser's Edge with planned giving donor information currently residing in other formats.
- Extract information from Raiser's Edge and Excel for planned gifts and revenue reports.
- Use Raiser's Edge as a tool to provide bequest and planned giving activity to the regions.
- Generate meaningful financial reports for the CEO, CFO and others.
- Perform administrative tasks including the maintenance of electronic files, FedEx mailings, and mail merges.
- Performs other duties as requested.

