



## JOB DESCRIPTION

**Position Title:** Engagement Officer, South Florida  
**Department:** Development

**Status:** Part or Full-time, Exempt  
**Reports To:** CEO / CDO

### SUMMARY:

JELF is seeking a motivated Engagement Officer in South Florida to expand its presence and deepen philanthropic support in one of the nation's largest Jewish communities. South Florida is home to over 650,000 Jewish residents and represents a critical region for JELF's mission of providing interest-free loans to Jewish students in need.

This individual will play a pivotal role in cultivating relationships with donors, volunteers, and community organizations while strengthening awareness of JELF's impact. Since its founding, JELF has helped hundreds of South Florida students achieve their educational goals, distributing over \$1.5 million in interest-free loans to the region.

Working closely with JELF's CEO and CDO, the South Florida Engagement Officer will be instrumental in securing resources to expand JELF's reach and ensure Jewish students have access to higher education.

### DUTIES & RESPONSIBILITIES:

- Build and steward relationships with existing and prospective donors, both soliciting and inspiring new philanthropic support for JELF's mission.
- Partner with Jewish organizations, synagogues, and local leaders to raise awareness about JELF's programs and opportunities for involvement.
- Plan and execute regional events, such as parlor meetings, donor appreciation gatherings, and community presentations.
- Share compelling stories of JELF recipients from South Florida to highlight the transformative power of interest-free loans.
- Recruit and engage regional volunteers to serve as ambassadors for JELF's mission.
- Maintain accurate records of donor interactions and contributions in JELF's CRM system.
- Work closely with JELF's Atlanta-based team to align South Florida initiatives with organizational goals.  
Travel within South Florida for donor meetings and events, with occasional travel outside the region.
- Support additional development initiatives as needed.

### KNOWLEDGE, SKILLS & ABILITIES:

- Strong relationship-building and interpersonal skills, with a focus on engaging donors and community leaders.
- Highly organized and detail-oriented, with the ability to manage multiple projects.



- Excellent communication skills, including public speaking and written storytelling.
- Proficiency with Microsoft Office Suite; experience with donor management software is a plus.
- Willingness to learn and utilize other relevant software programs as-needed.
- Experience using fundraising software a plus.
- Related professional degree or experience including sales and/or non-profit fundraising

### **KEY EXPECTATIONS:**

The South Florida Engagement Officer is expected to:

- Serve as a proactive and collaborative member of the JELF team.
- Demonstrate a passion for JELF's mission and the Jewish community.
- Represent JELF with professionalism, discretion, and enthusiasm.
- Advocate for JELF's mission and vision within the South Florida community, promoting the impact of interest-free loans on Jewish students' educational journeys.
- Act as a liaison between JELF and key stakeholders, including community leaders, donors, volunteers and local organizations, ensuring JELF's presence is visible and understood.
- Help strengthen JELF's reputation as a trusted and vital resource for Jewish families seeking higher education.
- Actively work to broaden JELF's network of supporters by identifying potential donors, volunteers and partners, cultivating relationships that contribute to long-term success, soliciting gifts to help ensure JELF's future growth.
- Ensure that follow-up efforts and close-out process inspire donors to support JELF!

### **COMPENSATION:**

Compensation for this position is commensurate with experience and the number of hours worked. If the position is full-time, it will be a salaried, exempt position which includes JELF's full benefits package.

### **INQUIRIES:**

For all inquiries, please complete JELF's [online Job Application Form](#), which requests a cover letter (including salary requirements) and resume.

### **ABOUT JELF:**

[JELF \(Jewish Educational Loan Fund\)](#) is one of the oldest continuously operating non-profits in the U.S. JELF provides interest-free loans for higher education to Jewish students in need to students from the five-state region of Florida, Georgia, North Carolina, South Carolina and Virginia (excluding metro DC). JELF's loans are "last dollar," providing the final funds that a student needs to attend school. Since 1961, JELF has provided 4,000+ interest-free loans totaling over \$14 million. JELF has maintained a 99% loan repayment rate for more than a decade.



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Jewish Educational Loan Fund

Interest-free Loans  
for Higher Education

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JELF is proud to be an Equal Opportunity Employer and welcomes individuals from all backgrounds to contribute to the mission. To learn more about JELF's impactful history and ongoing efforts, visit us at [jelf.org](http://jelf.org).