**Job Description – LIFE & LEGACY Coordinator**

The (name) is seeking a seasoned professional to serve as the local coordinator of the LIFE & LEGACY program (or your legacy program name).

LIFE & LEGACY is a 4-year partnership program of the Harold Grinspoon Foundation (HGF) that assists communities across North America, through partnerships with Jewish Federations and Foundations to promote after-lifetime giving to benefit local Jewish day schools, synagogues, social service organizations and other Jewish entities. Through training, support and monetary incentives LIFE & LEGACY motivates Jewish organizations to secure legacy gifts, steward donors and integrate legacy giving into the philanthropic culture of the Jewish community.

The candidate should possess:

* familiarity with the Jewish community
* excellent oral and written communication skills
* excellent organizational skills
* ability to manage records and utilize Excel spreadsheets
* understanding of endowment funding options
* ability to coach, motivate and mentor legacy teams consisting of professional and lay leadership

The candidate must be:

* passionate about the Jewish community
* committed to the concept of legacy giving
* energetic
* a self-starter
* persistent
* a relationship builder who enjoys working in a collaborative environment

To apply please submit a cover letter and resume to (Name) via email at (email address) or via U.S. Postal Service at (address) by (date).