

JEWISH FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: Development Associate
DEPARTMENT: Development
REPORTS TO: Chief Development Officer

PURPOSE/SCOPE OF RESPONSIBILITY

Responsible for all administrative aspects of development activities and for providing administrative support to the Development Office by participating in all fundraising activities.

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Process donations and prepare acknowledgement letters and other correspondence.
2. Maintain foundation, corporation and individual donor files.
3. Create monthly fundraising reports and other database reports as needed.
4. Continually update and edit database records.
5. Conduct preliminary research on prospective corporate foundation and individual donors.
6. Design/produce appeals, whitepapers or stewardship pieces as needed.
7. Answer donor questions regarding JFS and Amster Center programs.
8. Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
9. Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
10. Assemble media and donor kits for events and meetings.
11. Assist with fundraising event planning and coordination.
12. Work closely with the fundraising committee of the board to provide support for their activities and assist in all of their fundraising efforts.

13. Assist with research and grant writing.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
3. Establishes the agency as a credible service provider by presenting information at community workshops.
4. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
5. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
6. Contributes to team effort by accomplishing related results as needed.
7. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
8. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
9. Maintains safe and clean working environment by complying with health and safety guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in a related field or a minimum of three years' experience in an administrative position
- Proficiency in Microsoft Word, Excel and PowerPoint, Database management experience – DonorPerfect preferred
- Ability to organize and prioritize work and to work independently with little supervision.

- Desire to excel in fund development.

REQUIRED LANGUAGE SKILLS

Ability to express oneself in an articulate and effective manner both verbally and in written communication.

REQUIRED REASONING ABILITY

Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.