



Position: Development Associate

The Jewish Education Project

Updated: August 2019

The Jewish Education Project believes that great ideas (research, knowledge) influence the people (leaders) who can bring about new models in Jewish education to meet the realities of the changing world in which we live. The Jewish Education Project seeks an energetic **Development Associate** to help take us to the next level. Reporting to the Director of Development, the Development Associate is a generalist who will play an integral role in supporting a comprehensive fundraising program across the areas of foundation grants, major and planned gifts, annual giving, events and special projects. S/he will also assist in the essential administrative tasks related to these activities.

The Development Associate will serve as a key member of a small yet nimble Advancement team. In addition to planning and executing fundraising-specific events, s/he will serve as the liaison between the Advancement team and program departments to ensure overall consistency in strategy, planning, messaging and leveraging of cultivation and stewardship opportunities in their work where appropriate.

Who We Are:

For over 100 years, The Jewish Education Project has continually adapted to our evolving worlds, blending age-old truths with new ideas. Our goal is to lead our children and families to be their best selves, feel more connected to Jewish community and make the world a better place. The organization is nationally renowned for our leadership training, creative educational experiences and expertise in relationship-building. The Jewish Education Project's impact can be seen through 800 educational programs in New York City, Westchester, Long Island and beyond, engaging over 160,000 Jewish children, teens and families of all backgrounds. The Jewish Education Project is a proud partner of UJA-Federation of New York.

For further information about The Jewish Education Project, please visit: www.jewishedproject.org/

Key Responsibilities:

General Administration

- Assist in overall coordination and execution of fundraising efforts; work with the Advancement team to develop a calendar of events, acknowledgments/recognitions, mailings, meetings and agendas, and other significant activities and development communications.
- Manage donor stewardship correspondence (phone calls, emails, and hard letters) including acknowledgements letters in a timely and meaningful manner.
- Work cross-functionally with all departments, including Programs, Finance, Operations, and Marketing & Communications to obtain accurate information and progress updates required for communication with stakeholders.
- Monitor and manage expenses and invoices for budgeting and financial reporting purposes.

Event Management and Coordination

- Assist in event strategy, preparation and execution at all advancement-related events, including the annual Gala; serve as the agency's liaison with event vendors; secure and inspect locations and venues; ensure timeline, production and logistic needs and budget goals are met.
- Responsible for coordinating both advance and day-of logistics for each event, including on-site management of event teams.
- Work closely with the Communications and Marketing team to ensure that events are publicized appropriately via print, email and agency website;
- Following each event, memorialize list(s) of attendees and use data and feedback to continuously improve programming; track metrics and suggest data-driven decisions.
- Additionally, serve as liaison and guide to program departments to ensure overall consistency in strategy, planning, messaging and leveraging of cultivation and stewardship opportunities in their work where appropriate.

Prospect Management and Donor Relations

- Work with Director of Development, CAO, CEO and other leaders to cultivate and steward donors and volunteers.
- Assist in identifying prospective donors and developing a strategy for growing existing donor cultivation; prepare briefing documents, reports and/or develop concept papers for prospective new projects/partnerships.
- Begin to build and maintain an active personal portfolio of donors.
- Contribute to maintaining data analysis and tracking system for efficient management of new fundraising leads, existing funding relationships, and past funding sources.
- Represent the agency at related events and engagement opportunities.

Who You Are:

- Minimum of 3-5 years of experience in a fundraising/Development, and/or Special Events role.
- Ability to work independently, to work under supervision and to work in a team and goal-oriented environment; knows when to elevate issues and seek help and guidance.
- Ability to manage multiple projects and deadlines with patience, energy and good humor
- Excellent written and oral communications, editorial, organizational, and time management skills.
- Critical thinker with strong judgement in prioritizing problems and developing solutions.
- Proven abilities of a quality customer service approach in donor relations; comfort in working with major donors, foundations and volunteers.
- Exceptional relationship building skills, with the ability to engage and inspire a diverse range of audiences.
- Strong research, analytic, and synthesis skills, with a high bar for work product.
- Experience with Salesforce or other donor CRM; familiarity with social media (Facebook, Twitter, Snapchat, Skype, Instagram, etc.) helpful.
- High proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat etc.
- Maintains a commitment to learn and grow professionally.
- Passion and commitment for the mission.
- Ability to work occasional evenings.
- Bachelor's Degree required.

What We Offer:

- Salary information will be shared upon invitation for first interview.
- Comprehensive benefits package
- Retirement plan
- Commuter benefits
- Early close on Fridays for Shabbat
- Closed for most Jewish holidays
- Shortened summer hours
- A positive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education

How to Apply:

- Please send a resume and detailed cover letter to careers@JewishEdProject.org. Please include the job title in the email subject line.
- The Jewish Education Project is an equal opportunity employer.

Location: 520 Eighth Avenue, 15th Floor, New York, NY 10018

The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.