

Job Title: Development Associate
FLSA Status: Exempt, Full-Time
Department: Development
Reports To: Senior Manager, Development

Prepared Date: July 2019

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Development Associate position offers a great opportunity to gain valuable development and direct fundraising experience in a large, dynamic organization. The Stroum Jewish Community Center provides health and wellness programs, early childhood education, arts and ideas cultural programs, and youth development camps and enrichment classes to the greater Puget Sound community. The Development Associate will work closely with colleagues across the agency, volunteers and members to welcome everyone and cultivate relationships. This role will support data management in development, process philanthropic gifts, and support cultivation, stewardship and fundraising events, in addition to managing a portfolio of donors. All of this work is designed to foster relationships that deepen engagement and activate a culture of philanthropy across the agency.

Essential Duties and Responsibilities:

- Manage portfolio, including stewardship and solicitation, of donors up to \$2,500
- Serve as designated development support for programs: Camp & Community Engagement
 - Work with Sr. Manager, Data Systems, to set parameters for prospect ID
 - Craft outreach and engagement strategy
 - Partner with marketing to set communication and marketing plan, complete with content development
 - Oversee production and execution of materials
- Partner with internal program owners to ID and cultivate stories and identify new philanthropic funding sources (e.g. grants, Foundations, etc.)
- Manage three cultivation/stewardship events each year
- Support colleagues in executing annual development plan
- Serve as GIFT program assistant
- Responsible for accurately recording all gift income, providing donor recognition and acknowledgement, updating donor information with both gift and personal history data, and generating accurate queries and reports as needed.
- Work with stakeholders across departments to ensure integrity and consistency in donor record maintenance (e.g. merging duplicate records, updating donor preferences, updating donor addresses etc.).
- Assist with direct response solicitations and communications.
- Work with stakeholders across departments to determine donor segmentation strategy for print, email, and digital communication; prepare lists for communications and mailings.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities:

This position does not have supervisory responsibilities.

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.

Education/Experience:

- BA from a four-year college or university; or two years office experience with increasing responsibility; or currently pursuing graduate or certificate programs in fundraising or nonprofit management.
- Possess excellent organizational and communications skills and a strong attention to detail.
- Possess a demonstrated strong customer service orientation, and special events planning experience a plus.
- Ability to handle numerous tasks and meet tight deadlines.

- Possess a can-do, team-oriented attitude and be an approachable, personable member of the public facing team.

Computer Skills:

- Demonstrated proficiency in Microsoft Excel, Word, Outlook and PowerPoint, and a demonstrated familiarity with database systems.
- Experience and proficiency with Blackbaud Raiser's Edge (or Raiser's Edge NXT), EZF (EzFacility) preferred.

Language Skills:

Outstanding written and verbal skills required, including the ability to write donor correspondence that conforms to prescribed style and format. Ability to respond to common inquiries or complaints from donors, SJCC members, or community members.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (productive amidst ambiguity). Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Confidentiality:

The Development Associate will have access to confidential information and will be expected to honor confidentiality to the utmost level.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent may carry materials weighing up to 20 pounds.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.