



The Jewish Federation OF GREATER WASHINGTON

JOB DESCRIPTION

Position : **DEVELOPMENT ASSISTANT**
Department : **FINANCIAL RESOURCE DEVELOPMENT (FRD)**
Date : **August, 2018**

Are you a driven and dynamic professional that is motivated to learn the ins and outs of fundraising? Do you thrive in a creative, fast-paced team environment? Do you care about and understand the needs and interests of the Jewish community?

If you answered yes to these questions, we may be a perfect match! Join our Financial Resource Development team, working to support the Donor Pipeline team and help them to reach their goals.

YOUR ROLE:

The FRD Assistant fills a key role in the success of our fundraising efforts, accountable for supporting our lead fundraising professionals, and their divisions, in a number of capacities, including personal solicitations, event support and direct marketing efforts. The FRD Assistant must be a team player with a drive for excellence, attention to detail, and the ability to communicate effectively with all internal and external stakeholders. The FRD Assistant:

- Works in partnership with, and in support of, The Network, Young Leadership and Community Campaign divisions to ensure they successfully reach their Annual Campaign goals
- Implements operational aspects of Federation's Direct Marketing fundraising program, including (but not limited to), vendor communication, coordination of mailings, ensuring accurate list pulls and reporting
- Coordinates event details and logistics
- Engages with donors through thank you and solicitation calls and emails, responding to inquiries and collect data around their message preferences toward improving the donor experience
- Utilizes the Federation database to maintain donor information, conduct donor research, enter interaction reports and run lists
- Communicates regularly, both written and verbally, with donors, lay leadership and community partners
- Operates with the highest level of customer service, building efficiency and effective responsiveness into existing operations
- Anticipates the needs of the team and works to resolve operational and administrative issues before they arise

- Works in a high speed, detail-oriented environment, managing a variety of simultaneous projects
- Performs an array of administrative tasks such as managing calendars, booking travel, and scheduling and coordinating meeting logistics
- Other duties as assigned

Desired Skills and Experience

- Detail-oriented with ability to multitask in a fast-paced environment
- Strong organizational and administrative skills
- Excellent communication skills; professional appearance and telephone manner are essential
- Ability to effectively communicate and collaborate with a diverse range of people
- Must have excellent command of the English language, oral and written with attention to proper grammar and spelling
- Knowledge of the Jewish Community, its customs and practices
- Expectation of complete confidentiality on all business matters
- Bachelor's degree or equivalent experience supporting a fast paced, high stake, professional environment
- Must be highly proficient in MS word, Excel, Outlook, Power Point

Interested?

To apply, submit your cover letter, resume and two writing samples to jobs@shalomdc.org, using subject line FRDASST2018

About The Jewish Federation of Greater Washington

The Jewish Federation of Greater Washington is a mission-driven non-profit organization dedicated to creating a welcoming and inclusive Jewish community for all. The Jewish Federation identifies, evaluates and addresses our community needs and priorities in order to create a strong local Jewish community, and to foster and strengthen our connection with Jews in Israel and around the world. Federation partners with more than 60 local, national and international agencies to offer innovative programs and services to all who need and want them, delivering measurable impact with immeasurable heart.