**Outreach and Development Associate**

The Jewish Federation of St. Joseph Valley seeks a full-time creative, highly motivated Outreach and Development Associate. The Outreach and Development Associate is responsible for planning, promoting and implementing activities that ensure a successful annual Community Campaign and other fundraising initiatives. The position will also find and create opportunities to engage with groups and individuals who are not yet connected to the work of Federation with the goal of building their connection and involvement. This position reports to the Executive Director to help develop fundraising strategies, manage development and outreach events, and cultivate donors. Working along with the rest of the staff and lay leadership, the successful candidate is responsible for organizing donor cultivation programs, stewardship and solicitation plans, relationship building, management of solicitors, prospect research and outreach, and fundraising event planning. A successful candidate takes a team-oriented approach to work, a strong work ethic, proven experience thinking and acting strategically to reach goals, a sense of humor, an ability to take risks and learn from situations when things don’t turn out the way you thought they would.

The Jewish Federation of St. Joseph Valley is the community’s central philanthropic, planning, programmatic, social services and community-building Jewish organization. Founded in 1945, it is one of the region’s oldest nonprofit organizations. Federation is committed to the development and enhancement of a thriving, vibrant Jewish community through the support of local synagogues, programs, services and innovative projects.

Responsibilities:

* Act as first point of contact for the Federation to potential new and current members
* Manage front desk and answer phones
* Ensure the highest level of customer service by establishing and maintaining relationships with the Federation’s organizational partners, and with members, key volunteers, and donors
* Maintain clear communication between multiple stakeholders, including members, staff, and donors ensuring smooth information management
* Maintain updated agency databases
* Manage centralized reports, records, and spreadsheets
* Preparing and disseminating acknowledgement letters and notices
* Aid in executing fundraising plan to raise 525K in individual contributions for annual Community Campaign
* Managing phone-a-thons/Super Sunday
* Following up with solicitors toward successful completion of their assignments and providing support with challenging situations
* Ensuring that donors are assigned to volunteer and staff solicitors
* Evaluate performance of all fundraising activities, and create an annual written analysis suggesting strategy changes for the future
* Assist Office Manager in developing multimedia (video, print, and online) pieces for outreach in coordination with Facilitating volunteer support in order to maximize positive relationships with all constituents
* Builds relationships with membership and visitors and manage all donor stewardship initiatives
* Assist in efforts that strengthens donor connection to and support of the Jewish Federation and its strategic funding priorities
* Implement, in collaboration with fundraising committee and Executive Director a plan for obtaining corporate sponsorships for Federation programs
* Manages annual campaign, endowments, planned giving, Jewish Women’s Endowment and targeted giving efforts
* Assist Executive Director with focuses on new and existing donors and growing donor participation
* Responds to donor and/or prospect inquiries.
* Arranges needed activities that enable executive director and fundraising volunteers in effective and successful development activities including developing prioritized prospect lists, engaging community leadership in cooperative fundraising efforts, formulating development strategies, researching funding opportunities, determining philanthropic interests of individuals, assessing capacity of donors and prospects, evaluating progress on an ongoing basis and documenting all interactions with donors.
* Assists in plans for implementing Development programs, such as donor recognition events, parlor meetings and cultivation programs.
* Serves as a resource to the entire organization on philanthropic giving.
* Works closely with Executive Director and Fundraising Committee to ensure coordinated financial resource development activity between annual campaign and endowment at both the lay and professional levels.
* Participate in weekly supervision with the Executive Director in addition to weekly staff meetings and trainings
* Some afterhours and weekend work required
* Other related duties as assigned.

Skills and Qualifications:

* Minimum of a Bachelor’s degree in business, non-profit management, communications, public relations or related field
* 1 to 3 years’ experience in a non-profit (preferably Jewish) environment
* Knowledge of and understanding of Jewish culture and traditions.
* Have a deep passion for building pluralistic Jewish communities
* Superb internal and external customer service abilities
* Willingness to be an ally and advocate for our entire community
* Creative and innovative
* Excellent organizational skills and attention to details
* Committed to creating a warm and welcoming environment for Jews of all backgrounds and affiliations
* Ability to work with colleagues in areas other than your own expertise, to learn from and develop new skills
* Excellent verbal and written communication and presentation skills
* Seek and participate in ongoing Jewish learning and professional development opportunities
* Ability to work effectively in a highly collaborative, team environment
* Demonstrated ability to take initiative and be a self-starter
* Ability to manage multiple tasks in a fast-paced environment with distractions.
* Proficiency in all Microsoft Office products.
* A positive attitude and willingness to do whatever it takes to get the job done.
* Able to work independently and as part of a team.
* Uses discretion handling and communicating sensitive information.
* Sales and/or personal solicitation experience a plus.
* Planned giving knowledge and successful endowment experience is advantageous, but not required
* Commitment to working as a team
* Experience with database technology (preferred)
* Experience in development (preferred)

Salary and Benefits

* Health
* 403(b) Retirement Plan
* Paid vacation
* Paid holidays
* Sick and personal time
* Life insurance
* LTD
* Full-time position

Application Process   
Please send résumés and cover letter to [bdavis@thejewishfed.org](mailto:bdavis@thejewishfed.org). In the subject line of the email, please state the position you for which you are applying.   
The Jewish Federation of St. Joseph Valley is an equal opportunity employer.