



## **JEWISH COMMUNITY PROJECT**

Position Opening:

### **DEVELOPMENT AND PROGRAM ASSOCIATE**

#### **BACKGROUND**

The Jewish Community Project (JCP) of Lower Manhattan, Inc. was founded in 2002 as a grass-roots effort to grow Jewish life in downtown NYC. Based in Tribeca, JCP is an open and organic Jewish community which enables individuals and families to become a creative force in the life of the organization, and through educational, cultural, social, and spiritual experiences. The organization now serves approximately 600 downtown families and individuals and also operates a prominent early childhood and Hebrew school program.

For more information about JCP visit our website at [www.jcpdowntown.org](http://www.jcpdowntown.org)

#### **ABOUT THE POSITION**

Working closely with the administrative and management team, the Development and Program Associate will create and maintain information systems to support development efforts and other programs; act as a primary administrative staff support person for the Annual Benefit and Auction; and provide administrative support in other key areas of the organization.

Key areas of responsibility for this position include, but are not limited to, the following:

##### **Development Data Management**

- Create and maintain registration forms for donations, programs, and ticketed events and track registration
- Support JCP's membership program enrollment and renewals throughout the year and respond to inquiries concerning membership from existing and potential members
- Research and enter information and historical data on all donors and prospective donors
- Assist the Business Office in reconciling financial data on development revenues and expenses
- Create and update prospect profiles
- Maintain strict confidentiality and data security at all times
- Produce lists for mass mailings and execute mailings as required
- Produce reports upon request
- Produce invoices related to development receivables

##### **Gifts Management and Acknowledgement**

- Enter pledges and gifts into database software and other systems

- Update volunteers on status of gifts received and coordinate recognition
- Prepare timely and accurate thank you letters
- Communicate with donors and confirm listing preferences for Annual Report
- Produce weekly reports on pledges and gifts, and list outstanding pledges
- Produce timely and quality recognition collateral, such as thank you notes, dedication stickers and other materials

#### Annual Benefit and Auction Support

- Provide staff support for the Annual Benefit Auction, including but not limited to, procurement, data management and fulfillment
- Produce collateral materials for benefit event (signs, nametags, lists, auction presentation sheets, PowerPoint slideshows, etc.)
- Manage ticket sales and donations
- Manage Benefit event website and donor virtual journal ads processes
- Provide staff support for day of event execution
- Create and maintain systems for reporting on ticket sales, journal ads and auction prizes on an ongoing basis
- Produce regular reports on benefit-related pledges and gifts
- Enter data into multiple web platforms and compose descriptions for all auction prize donations
- Prepare timely and accurate benefit auction and ticket/donor thank you letters
- Update development team (staff and volunteers) on status of benefit gifts received and coordinate recognition

#### General Organizational Support:

- Provide general management support as needed
- Assist in administrative preparation for all Development related events and activities, in coordination with Events Manager, including but not limited to, Annual Benefit & Auction, Donor Recognition and Cultivation Events, and others
- Create and maintain registration forms for other JCP events and programs and track registration
- Answer questions related to programming and registration and payment logistics
- Provide support with day of event needs, such as production of name tags, creation and distribution of other program collateral including flyers, posters and programs; and help with participant registration
- Attend specific JCP events and help with logistics as needed (including select evening and weekend events), and at times acting as the primary JCP administrative staff person at specific events and gatherings

This job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

#### Qualifications

The ideal candidate for this position will possess or exhibit the following qualifications:

- Bachelor's degree is preferred, with two years of experience in fundraising and development, or in events administration
- Experience with relational database and/or donor information systems, as well as expertise with Excel, MS Office and other general computer applications
- Superior attention to detail and accuracy, and highly developed organizational skills

- Professional work style, and effective written and oral communication skills
- Advanced interpersonal skills, with the ability to interact effectively with a diverse group of staff, volunteers, donors and other stakeholders
- Customer service oriented, and friendly
- Excellent problem solving skills, and self-motivated to perform at a high level
- A desire to take initiative, and the ability to manage multiple projects simultaneously
- Resourceful, with the ability to work independently and also as a team player
- Comfort level with working in a growing, community-based, Jewish organization

This position is available immediately. To express interest in this professional opportunity, please send your cover letter and resume to [Jobs@jcpdowntown.org](mailto:Jobs@jcpdowntown.org) with the subject “Development and Program Associate”.