**JOB DESCRIPTION**

DEVELOPMENT ASSOCIATE

**Department:** FDR **Reports to:** VP of Philanthropy

**FLSA Status:** Non-exempt **Work Status:** Full time

**About the Organization**

 Since 1902, the Milwaukee Jewish Federation has demonstrated the power of collective giving

 by raising and investing financial resources to make the world a better place. Each year we

 distribute about $20 million to Jewish and other nonprofit organizations. Funds come primarily

 from our $7 million annual campaign and our $200 million Jewish Community Foundation. In

 addition to fundraising, we have several direct service programs like Jewish Museum Milwaukee,

 which served 30,000 remote visitors this past year, the Nathan and Esther Pelz Holocaust

 Education Resource Center, which educates about 40,000 students and adults each year, and

 the Wisconsin Jewish Chronicle, serving the Jewish community across the state. We are

 committed to the principles of Klal Yisrael (the collective unity of the Jewish people), Tzedakah

 (the obligation to care for one another) and Tikkun Olam (improving the society in which we live).

 Learn more about the Milwaukee Jewish Federation [here.](https://www.milwaukeejewish.org/)

**Summary/Objective**

The Development Associate will provide high-level and project-based administrative organizational support the Senior Donor Officer and NexGen Leadership Director.

**Essential Functions**

* **Portfolio of Gift Prospects and Donors**
	+ Responsible for prospecting and growing the <$1000 gifts of the annual campaign, while maintaining a large portfolio of active donors with pre-determined goals and outcomes.
	+ Manage relationships with assigned donors including cultivating, stewarding and making annual campaign solicitations.
* **Gift Stewardship**
* Assist in organizing and leading events geared towards affinities (Next Gen, Professional societies, Lay Leadership) to attract new and existing donors to increase engagement with MJF.
* Work in collaboration with FRD team to create new opportunities for giving.
* Assist with special projects and program assistance for Next Gen Program and affinities
* **Campaign Management**
	+ Recruit, train, motivate and manage volunteers for <$1000 giving in collaboration with Next Gen intersection.
	+ Regularly evaluate and analyze performance of fundraising activities related to <$1000 gifts.
	+ Regularly pull CRM reporting related to portfolio to track goals and establish benchmarks for success.
* **Administrative Tasks**
	+ Assist Next Gen and Affinities Director with event communication and coordination of tasks.
	+ Assist event coordinator with program set up and clean up as needed.
	+ Assist Next Gen and Affinities Director with set up of lay leadership meetings
	+ Attend and participate in all appropriate FRD Team meetings and events.

**Additional Functions**:

• Assist in maintaining designated areas of the building (coffee station)

• Run donor and solicitor reports, pull lists and run basic queries

• Assist the event coordinator with event preparation, including event set up and clean up when necessary.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Education/Credentials/Experience**

• Bachelor’s degree, but a combination of education, training and experience may be adequate.

• 1 - 3 years development, sales or related experience.

**Required Skills/Abilities**

* Strong interpersonal and relationship building skills, ability to communicate professionally to a diverse audience and the ability to identify and network to develop donor prospects.
* Exceptional organizational skills and an ability to multitask in a fast past environment
* Strong written and verbal communication skills with the ability to tell compelling stories to inspire new donors
* Ability to use discretion when handling and communicating sensitive information
* Knowledge of Milwaukee Jewish community preferred
* Self-starter with the ability to work well in a team-oriented environment
* Proficiency in Office 365 products and CRM’s
* To perform this job successfully, an individual should be proficient with technology, Microsoft Office Suite, especially Excel and Power Point, formal document preparation and database management, familiarity with development software a plus
* Must also have familiarity with e-mail and Internet applications as well as a willingness and ability to learn new programs.

**Supervisory Responsibility**

This position has no supervisory responsibility.

**Work Environment**

• This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

• On occasion must be available to work non-traditional office hours to assist/attend meetings and events.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On occasion may also help transport and carry meeting and event supplies. On occasion it may be necessary to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by management on \_:

Manager

COO/HR

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_

Date