



תיקון העיר • Tikkun Ha-Ir
Repairing Milwaukee

Development & Administration Associate

Tikkun Ha-Ir of Milwaukee (Hebrew for Repair the City), is a local Jewish social justice and social action organization. We aim to build a more just community by uniting Jews of all backgrounds in study, action, and civic engagement around issues including hunger, homelessness, voting, and more.

Tikkun Ha-Ir seeks a part-time Development & Administration Associate to support the growing efforts of engagement and action. This position supports the Executive Director, Program Director and Jewish Educator/Interfaith Organizer and averages 8-10 hours/week. Much of the work will be done from home; hours are flexible based on the needs of the organization. Occasional weekends and evenings required.

The ideal applicant will be comfortable interacting with the Jewish community and is a strong communicator in various settings. They will be attentive to detail and be comfortable using online database platforms, social media and wordpress. Ability to handle confidential materials is a must. Looking for a self starter who is effective at prioritizing and adaptable to different situations.

Responsibilities:

Development 40%

- Support the creation and distribution of marketing and fundraising materials, including newsletters and letters.
- Manage the receipt of weekly donations including sending donor acknowledgements and tribute cards.
- Assist the Executive Director with the timeline and delivery of fundraising materials.
- Steward new donors to strengthen their relationship with Tikkun Ha-Ir.

Administration 60%

- Assist Executive Director, Program Director and Jewish Educator with program/event logistics, materials, and supplies.
- Develop organizational systems to streamline administration and improve organizational efficiency.
- Support communications with the Board and Leadership Council.
- Support data collection, including tracking budget expenses, program metrics and documentation of events in the database (training provided).

- Support marketing efforts by updating the website, posting on social media and managing pages and groups.

Qualifications and Skills needed:

- The ideal candidate for this job is resourceful, a good problem solver, organized and detail oriented.
- 2-3 years' relevant experience/ Bachelor's degree preferred.
- Ability to handle multiple tasks and pivot easily from task to task.
- Experience with Microsoft Office suite and Google suite, excel and pdfs is a plus.
- Exceptional communication skills.
- Ability to work independently, as a member of a team, and as a leader.

Hours: 8-10 hours per week

Rate: \$18-20

How to Apply:

Interested applicants should send a resume and cover letter via email to Sami Stein Avner, Executive Director, sami@thi-milwaukee.org

Diversity is a key value of our organization. We are an equal opportunity employer committed to social economic and racial justice. All are welcome to apply, including those of historically disenfranchised groups