

EXECUTIVE ASSISTANT JOB DESCRIPTION-WITS

Goal is to have a person to be a:

1. Fundraising support person
2. Manager of the fundraising system

Database:

Identify existing donors
Put in monthly solicitation schedule and assess specific donor needs
Manage connection process to keep them in contact
Code for \$ request / project
Identify lapsed or existing prospects
Start appointment solicitation process
Identify new people

Appointments:

Arrange phone and face appointments
Follow up appointments
Thank you's
Donor mailings
Growing database
Email/Gift pre-contact system
Parlor meetings and speeches

Tools:

Database – complete info, code, prioritize
Monthly mailing – coded, scheduled, excellent quality
Sponsorship opportunity list – well thought out presentation
Daily, weekly call list
Daily weekly contact list

Qualities needed for the job:

Multi-tasking – manage many different tasks simultaneously
Ability to hold onto a prospect and see through till end
Genuine customer service mentality
Speed (high energy) – get job out quickly
Accuracy
Skill of working with letters, databases, mailings
Focused determination to get appointment
Organized and can make order out of chaos

Skills:

High Level of computer and word processing efficiency
Ability to schedule appointments

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