



MILWAUKEE
JEWISH FEDERATION

ADMINISTRATIVE ASSOCIATE - DEVELOPMENT

Department: Financial Resource Dvmt

Reports to: Chief Development Officer

FLSA Status: Non-exempt

Work Status: Full time

Pay Range: \$16-20/hour (commensurate with experience)

Are you curious about the world of philanthropy? Passionate about helping make the world a better place? Milwaukee Jewish Federation is looking for a highly organized self-starter to provide administrative and project support to our Chief Development Officer and Campaign teams. Our ideal candidate is comfortable with technology, has strong communication skills, and is a champion multi-tasker. You will have the opportunity to contribute to a variety of projects, including fundraising campaigns and major events.

Essential Functions

- Database management: manage donor information in CRM database
- Prepare and manage departmental correspondence and assist with campaign mailings
- Prepare requested materials for volunteers, meetings and events, such as agendas, power point, donor lists, etc.
- Assist with meetings and event preparation, including scheduling, calendaring, setup, minute-taking, expense tracking, etc.
- Maintain department files – both paper and electronic
- Monitor department supplies and coordinate ordering

Additional Functions

- Relieve building receptionist as needed for lunch/breaks which will include answering a multi-line phone, greeting guests and charging Museum admission.
- Assist in maintaining designated areas of the building (coffee station)

Required Education/Credentials/Experience

- Bachelor's degree preferred, but a combination of education, training and experience may be adequate
- 1 - 2 years administrative experience preferred

Required Skills/Abilities

- Highly organized self-starter with ability to prioritize workload while meeting both short and long-term deadlines
- Strong verbal, written and interpersonal skills; ability to communicate professionally to a diverse audience
- Extremely accurate with above average attention to detail
- Proficient with Microsoft Office Suite, especially Excel and Power Point, formal document preparation, and database management

- Familiarity with development software a plus
- Familiarity with e-mail and Internet applications
- Willingness and ability to learn new programs
- Availability and willingness to occasionally work non-traditional office hours and some evenings to assist/attend meetings and events

Work Environment and Physical Demands

This job is currently a hybrid position with three days working from the office and two days working from home. This will likely change over time. The office is a professional work environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. Occasional evenings and weekends may be required.

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. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. On occasion it may be necessary to help transport and carry meeting/event supplies and lift or move up to 15-20 pounds, usually waist high.

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

About the Organization

The mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, enhance the quality of Jewish life and build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more at www.milwaukeejewish.org.

Milwaukee Jewish Federation is an inclusive employer, and we provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

We care about the wellbeing of our people and offer a comprehensive benefit package including paid vacation and personal days; medical, dental and vision insurance; health savings and flexible spending accounts; short- and long-term disability insurance; life insurance; 401K retirement savings plan and paid parental leave.