Summary
The Jewish Federation of Greater Ann Arbor is seeking a creative, dynamic collaborator to join its energetic team as a Development Associate. This person will provide support for annual campaign, Foundation and other fundraising and development efforts. This position requires passion for our mission, enthusiasm, excellent organizational abilities and computer skills, creativity, good humor and a goal-focused outlook. The ideal candidate will have exceptional interpersonal communication abilities and be able to successfully nurture mutually beneficial relationships.

Background
Located in southeast Michigan, Ann Arbor is a vibrant and energetic college town famous for the University of Michigan, its beautiful parks and nature areas and cultural offerings. Ann Arbor boasts a lively downtown, low crime, a healthy economy, regular festivals, robust public transit, and strong, diverse schools and neighborhoods. As a result, it is consistently rated highly on lists of small cities and was named by niche.com as the 2017 best city to live in America. The greater Ann Arbor community encompasses Ypsilanti, the lively and diverse home of Eastern Michigan University, and several warm and welcoming small towns including Saline, Dexter, and Chelsea.

The greater Ann Arbor Jewish community has a population of approximately 8,000 representing approximately 2,500 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

The mission of the Jewish Federation of Greater Ann Arbor is to provide and inspire philanthropic leadership and community-building to nurture a strong, engaged, connected, vibrant and enduring Jewish community locally, in Israel and around the world. The most recent annual campaign raised $1.35 million, and the community’s endowment stands at nearly $6.5 million.

Position Overview
Reporting to and in partnership with the Executive Director, the Development Associate will participate in the implementation of a comprehensive and strategic development plan designed to expand the annual campaign and overall communal philanthropic capacity of the Ann Arbor Jewish community.

Principal Duties and Responsibilities
In partnership with the Executive Director, Federation team, Campaign Chair, Campaign Cabinet and other volunteer committees, the Development Associate will provide support for the implementation of a financial resource development strategy tied to key performance indicator (KPI) metrics.

This person will:

• Assist in the design and implementation of creative and innovative fundraising strategies
• Participate in the recruitment, training, support, motivation and empowerment of campaign volunteers;
• Assist in planning, organizing, implementing and staffing of events and/or special projects in support of FRD priorities and community engagement;
• Utilize the Federation database and ensure accurate reporting to track progress toward meeting campaign goals;
• Cultivate and steward donor prospects and manage a personal portfolio of donors, securing gifts through face-to-face conversations;
• Collaborate with the Marketing & Communications Manager to resource and/or develop marketing tools and materials for a well-rounded campaign communications effort including social and print media;
• Collaborate with the Marketing & Communications Manager to coordinate online and direct mail fundraising efforts;
• Participate in securing corporate and foundation sponsorships and grants;
• Support Foundation efforts to secure planned gifts and endowments to ensure the long-term sustainability of the community;
• Develop and maintain budgets for all programs for which responsible;
• Promote the mission of Federation at all times through superior customer service to all and through the efficient use of and care for all resources;
• Serve as an ambassador of the Federation and foster positive professional relationships with Federation and agency colleagues; and
• Attend weekly staff meetings, community events as needed, and professional development seminars and conferences as needed

Competencies
• Bachelor’s Degree; Master’s a plus
• Minimum one to three years of fundraising, volunteer management or related professional related experience
• Excellent written and verbal communication and interpersonal skills
• Excellent donor relations, cultivation and stewardship skills
• Detail-oriented and possessing excellent strategies for and persistence with follow-up
• Significant involvement in and knowledge of the Jewish community; passion for and broad understanding of Jewish, Israel, and Israel-related issues is a plus.
• Entrepreneurial self-starter, creative thinker and team player with excellent problem-solving and analytical skills, the ability to handle multiple tasks and meticulous attention to detail and follow-up
• Must be able to work occasional evenings and Sundays for meetings and events
• Must have access to a car and provide proof of a current driver’s license and registration

Technical Skills
• Strong in Microsoft Suite including Excel
• Proficiency with CRM technology
• Proficiency in Mailchimp, Constant Contact, or similar is desired

Please submit cover letter and resume to Eileen Freed, eileenfreed@jewishannarbor.org.