

**Jewish Federation of Greater Ann Arbor
Part-Time Development Assistant
Opportunity Announcement**

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 and other fundraising and development efforts, and public-facing communications pertaining to the organization as a whole. 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, a healthy economy, regular festivals, and strong 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 vibrant 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 11,000 households. It is a strong and diverse Jewish community 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, caring, vibrant and enduring community locally, in Israel and around the world. The most recent annual campaign raised \$1.5 million, and the community's endowment stands at over \$10 million.

Position Overview

Reporting to the Communications & Development Manager, the Development Assistant will support the financial resource development (FRD) and programmatic activities of the Federation.

The successful candidate will be a team player with a strong sense of purpose, commitment and personal responsibility. This position is a hands-on role which will require flexibility, good time management, confidentiality, and the ability to be persistent and strategic when often juggling multiple tasks.

Principal Duties and Responsibilities

In partnership with the Communications & Development Manager, Development Associate, and other members of the Federation professional team, the Development Assistant will support both financial and programmatic activities of the Federation. This person will:

- Accurately enter and maintain donor data into the database, including checks received
- Assist with donor stewardship through the compilation and printing of thank you letters for donations and pledges received
- Carry out logistical support for Federation events, including: back-end event management in the database, coordination with vendors, set up/clean up, supply procurement, graphics creation, social media, and other marketing-related tasks
- 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.
- Work occasional Federation events and programs as needed (occasional evenings and Sundays)

- Serve as an ambassador of the Federation and foster positive professional relationships with Federation and agency colleagues
- Attend staff meetings, community events as needed, and professional development seminars and conferences as needed
- Other duties as assigned

Competencies and Skills

- Bachelor's Degree or equivalent experience
- Minimum one to three years of fundraising, volunteer management or related professional related experience
- Excellent written and verbal communication and interpersonal skills
- Detail-oriented and possessing excellent strategies for and persistence with follow-up
- Comfort learning and using new technology
- Knowledge of Jewish community 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

Work Environment

- Federation employees work in the offices based at the Jewish Community Center of Greater Ann Arbor on Tuesday, Wednesday & Thursday. Remote work is an option on Mondays & Fridays.
- Employees must be vaccinated against Covid-19 with consideration given for medical and religious accommodations. Employees must comply with all JCC Covid policies.

Please submit cover letter and resume to Rachel Wall at rachel@jewishannarbor.org.