

Position: Database & Stewardship Associate **Location:** White Plains, NY

WJCS is hiring! If working alongside a team of caring professionals interests you, apply now!

Details about this exciting opportunity:

Under the general supervision of the Director of Development, the Database & Stewardship Associate will provide administrative, operational and fundraising support of the Development Department to implement fundraising, cultivation and stewardship strategies. Salary: \$50,000

Responsibilities include (but are not limited to):

- Maintain accuracy of donor and prospect database, including data entry for individuals, corporations, community organizations and grants, data pulls, data clean-up (duplicate removal, contact information updates, households, etc.).
- Assist in the production of reports to reconcile gifts, pledges and restrictions with Finance. Consistently implement the policy and procedures manual for gift entry and finance reconciliation, including the attachment of all gift confirmation documents.
- Work with team members to pull reports and mailing lists, analyze data, and determining opportunities for increased functionality to implement fundraising strategies.
- Works with team members to set up budget tracking reports for each strategy, i.e. gala, holiday luncheons, appeals, etc. Processes check requests for department vendors, invoicing and tracking payment status.
- Identify research based best stewardship practices, review existing practices, and recommend changes as need to the donor stewardship plan.
- Implement donor stewardship plan including creating tailored personal and donor/community centric thank you letters according to the timeframe developed in the stewardship plan. (i.e. all gifts to receive a thank you within two business days) and quality automated acknowledgements.
- Assist as needed with the implementation of events and other volunteer activities.
- Conduct research on individual and corporate donors and prospects.
- Assist in the preparation of donor stewardship reports.
- Other duties as assigned.

If you have the following:

- Bachelor's degree and 2-3 years of experience in a professional office setting, nonprofit experience preferred.
- Microsoft Office proficiency.
- Experience working with data.
- Excellent problem-solving skills, ability to handle multiple priorities, and to anticipate and meet deadlines.
- High degree of professionalism and recognition that the development department handles confidential and sensitive information.
- Exceptional writing skills.

WJCS offers competitive benefits, including:

- Generous PTO, including 4 weeks' vacation, 12 sick days, 1 personal day and up to 15 paid holidays.
- Comprehensive Health Benefits, Flexible Spending Account (FSA) and a generous Healthcare Reimbursement Arrangement.
- Disability and life insurance.
- 403(b) Plan and an Agency-Paid Pension Plan.
- Employee Assistance Program.
- Staff appreciation events and employee mental health & wellness initiatives.
- Tuition, day-care, and personal emergency reimbursements.

Why join Westchester Jewish Community Services (WJCS)?

Founded in 1943, WJCS provides a vast range of supportive community services each year to 20,000 people of all ages and backgrounds. Across every division, WJCS employees are connected by their shared values and commitment to helping those in need. We are dedicated to ensuring dignity and respect for all employees in an inclusive and safe environment that values diversity, experience, and merit. We are committed to racial justice and equal opportunity, regardless of race, religion, ethnicity, class, ability,

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

sexual orientation, and gender identity differences—for employment, professional development, and advancement for qualified individuals.

To apply, please visit our website - [click here](#)

<https://www.wjcs.com/>

WJCS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

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