

Position: Development 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:

- Full-Time Development Associate opening located at our Headquarters in White Plains, NY.
- Compensation: \$50k/year.

What WJCS has to offer you:

- Sign-On Bonus.
- Generous PTO, including 3 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 (HRA).
- Our commitment to equity and anti-racism.
- Disability and life insurance.
- 403(b) Plan and an Agency-Paid Pension Plan.
- On-Going Professional Training and Development.
- Employee Assistance Program.
- Staff appreciation events and employee mental health & wellness initiatives.
- Tuition, day-care, and personal emergency reimbursements.

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.)
- Master knowledge of database to improve departments use of the system to strategically implement strategies efficiently and effectively.
- 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.
- Implement website donation forms, volunteer forms, monthly giving, planned giving inquiry forms, etc., and additional website updates as needed.
- Assist in the implementation of other software and administrative tasks as needed.
- 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 of \$10,000+ to receive a thank you within two business days) and automated acknowledgements.
- Provide guidance to volunteers assisting in implementing the stewardship plan.
- Assist as needed with the implementation of events and other volunteer activities.
- Conduct research on individual and corporate donors and prospects.

If you have the following:

Qualifications:

- Bachelor's degree.

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.

- 2-3 years' experience in a professional office setting, non-profit experience preferred.
- Microsoft Office proficiency,

And Attributes:

- Excellent use of technology and understanding of software systems, including the ability to learn and become proficient with new technology.
- Skilled in use of Excel and Microsoft Office.
- Understanding of how technology systems impact the implementation of fundraising strategies.
- Exceptional writing skills and ability to learn donor/community centric best practice communication.
- Ability to work independently and as part of a team.
- Excellent problem-solving skills, ability to handle multiple priorities, and to anticipate and meet deadlines.
- Detail and nuance skilled and a quick, curious, and avid learner.
- Patient, friendly, with a high degree of professionalism and recognition that the development department handles confidential and sensitive information.

Then we are excited to receive your application!

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

How to apply:

- Send your resume and cover letter to Ashley DeNicolais, HR Recruiter, via email at recruiting@wjcs.com, or via fax at (914) 421-9066.

WJCS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

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