



## **Job Description: Development Associate**

### **About the Shames Jewish Community Center on the Hudson**

The JCC is a non-sectarian community center, providing experiences for individuals and families throughout their lives. We are a welcoming, inclusive gathering place where we enrich the greater community by offering social, recreational, educational and cultural opportunities guided by Jewish values.

### **About the Role**

The Shames JCC is looking for a Development Associate to support the Director of Institutional Advancement in building an intentional, organized, and strategic development shop. We are looking for someone who has exceptional attention to detail, a strong sense of customer service, and can proactively problem solve and take initiative to create systems where historically there haven't been. There is significant room for growth in this role as we continue to raise funds and increase the number of donors to the J. This is currently a part-time, in person role.

- Donation Processing and acknowledgements: Manage the intake and processing of all donations. Ensure that data entry is accurate and donation tracking, accounting, and communication systems are efficient. Prepare acknowledgement letters and contribution receipts for gifts. Reviews donor acknowledgments for accuracy, special requests and action items that require follow-up.
- Database and Record Management: Maintain records, both electronic and physical, ensuring that documents are filed consistently and retrieved easily. Ensure the accuracy of donor information and generate reports as appropriate. Proactively seek out ways to enhance our (currently minimal) tracking systems.
- Event support: Execute tasks as needed related to donor and fundraising events, especially with upcoming large celebration in May 2024.
- Grant tracking/editing/preparing: Track and manage grant application and report deadlines. Monitor grant performance on success metrics. Collect language primarily from other existing grants to draft and support proposal submissions.
- Prospect Research: Research current and identify new potential individuals, foundations, and corporations who might have an interest in supporting the JCC (or already do but we need more information).
- Donor Relations: Maintain warm, friendly relationships with donors and partners. Have general curiosity about motivations for giving and manage up to support donor engagement where appropriate.
- Board Relations Support: Supports board relations, including composing and processing board correspondence; creating and maintaining board files and reports as appropriate; scheduling meetings and conference calls, and taking meeting minutes. Other duties as assigned.
- Write email appeals and other written donor engagements/appeals (plus)



- Grant Proposal and Report Writing (plus): Draft new grant narratives by working collaboratively with program team/s to gather information and prepare solid drafts of grant proposals. Work with program teams to understand how deliverables were met and draft grant interim and final reports.

### **Required Skills and Knowledge**

- Superb organizational skills and attention to detail
- Excellent computer skills and experience with database systems
- Proactive with the ability to work independently and problem solve
- Adaptable, flexible, and able to work with a wide range of personalities
- Strong writing skills
- Relevant fundraising to communications experience is preferred but will train the right candidate
- Excited about the mission of the JCC and desire to get to know and be part of the community

### **Compensation**

\$30,000 - \$40,000 for 3 days/week (60%)

### **Benefits**

JCC membership included and discounts to early childhood program and children's summer camps (River Friends and Twelve Trails) available. Other discounts vary for one-off programs. Employees receive 1:1 personal training sessions at cost (\$35 per session). Health insurance not available for part-time staff.

### **To apply**

Please send letter and resume to Elissa Ryan, Director of Institutional Advancement  
[development@shamesjcc.org](mailto:development@shamesjcc.org)