



United Jewish Federation OF TIDEWATER

Job Title: Development Associate

Reports To: Director of Development

Classification: Full-time, Non-exempt

Job Summary:

The Development Associate will work with the Director of Development in support of development activities or projects to successfully garner the funding needs of the UJFT/SFJCC. The Development Associate serves as a member of the professional fundraising staff, aiding with the solicitation of corporate sponsorships and individual donations. The Development Associate will provide overall administrative support to the Director of Development through database management, coordination of meetings, preparation of correspondence, assistance with event management, and other duties as assigned.

Job Duties:

- Serves as a team member responsible for donor development, acquisition, cultivation, direct solicitation, and stewardship activities
- Responsible for a portfolio of Patron of the Arts Donors, Individual Sponsors and Corporate Sponsors
- Research, cultivate and aid in the solicitation of corporations
- Maintain electronic correspondence files
- Maintain development program's e-mail database as well as implementing community e-mail communications.
- Schedule and coordinate special events and conferences, including production of meeting announcements/invitations; room scheduling and preparation; coordination with caterers and other vendors; and other event support functions as needed for Development events
- Other duties and projects/assignments as required.

Requirements:

Education/Experience:

- Associate Degree; Bachelor's Degree preferred
- Administrative experience preferred
- Development experience preferred

Essential Skills:

- Advanced critical thinking, communication and organizations skills
- Manages time effectively and prioritizes completing of tasks to meet deadlines
- Ability to accept responsibility for tasks/projects while working independently with minimal supervision
- Ability to handle extremely confidential and sensitive information

- Ability to be a team player and willingness to assume additional responsibilities
- Ability to solicit donations and sponsorships
- Professional appearance and attitude

Technical Skills:

- Proficient use of Windows and MS Office (Word, Excel, PowerPoint).
- Proficient use of Zoom and other virtual meeting platforms.
- Ability to understand and work within structure of customized database and dedicate additional time to become proficient.
- Ability to navigate and conduct research on the Internet and use web-based forms/applications.

Payroll Type:

Non-Exempt Full Time (40 hours/week)

Working Conditions:

Office environment; some overtime may be required

To Apply For This Position

Submit cover letter, resume and salary requirements to: resumes@ujft.org

Review of applications will begin immediately, and continue until the position is filled.

EOE federation.jewishva.org