

## **JOB SUMMARY**

Reporting to the CEO, the Development Coordinator is responsible for ensuring the achievement of fundraising goals while maximizing the engagement of volunteers and building our community. The ideal candidate will have strong organizational skills, with an exceptional eye to detail, be enthusiastic about creating connections with current and future donors and volunteers, be a strong team player, and be passionate about strengthening the Jewish community.

## **REPORTING RELATIONSHIPS**

The Development Coordinator Reports to the CEO and works extensively in partnership with the Information Systems Director and the Campaign Chair regarding the campaign.

## **DUTIES & ESSENTIAL JOB FUNCTIONS**

### **Campaign:**

- Prepare annual campaign plan including goals, objectives, calendar, budget and process and modify plans as necessary throughout the Campaign year.
- Oversee all campaign divisions and supervise campaign volunteers
- Manage annual campaign process; coordinate Major Gifts through prospect assignment, solicitation tracking, planning, events, missions and volunteer communications.
- Develop and implement strategies to identify, cultivate and successfully solicit new and existing donors.
- Recruit, select, train, support, motivate, and empower the Campaign Cabinet.
- Collaborate with other departments on the annual campaign process, volunteer leadership development, marketing, solicitation, and mission planning.
- Develop a cadre of volunteer leadership for Campaign.
- Coordinate Campaign events such as kick offs, thank you, Maimonides, Cardozo, Women's Division, etc.

### **Additional Fundraising Responsibilities**

- Staff liaison for Life and Legacy Committee
- Administration of EITC/OSTC Program

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Perform other duties as assigned

## **QUALIFICATIONS**

- Excellent organizational skills, meticulous attention to detail and follow-up.
  - Experience in volunteer coordination, solicitation, database management, and fundraising solicitation (volunteer or paid)
  - Strong interpersonal, relationship building and leadership skills.
  - Understanding of the value and nature of the lay/professional partnership.
  - A strong commitment to Jewish communal life and institutions.
  - An ability and willingness to work occasional evenings and weekends as needed.
- B.S. or B.A. preferred

**Salary range based on experience: \$30,000-\$40,000. Generous PTO and Jewish holiday schedule, and benefit package available.**

Please send a cover letter, resume, and references to Jennifer Ross, CEO at [j.ross@jewishfedhbg.org](mailto:j.ross@jewishfedhbg.org).

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