

Position: Campaign Associate

Job Summary: The Campaign Associate will play an integral role supporting both the Philanthropy and Impact teams. The Campaign Associate will assist with philanthropic efforts within the community-level donor tier (\$1-\$999) and will lead ongoing collection efforts on outstanding pledge balances. Working in the organization's CRM system, the Campaign Associate will be responsible for tracking all necessary event data and will also provide pledge-entry and data hygiene support when needed. The team member will provide administrative support required by Jewish Federation of Orange County (JFOC) Board and Board Committees and will support the administrative needs of other JFOC professionals.

Organization: Based on Jewish values, Jewish Federation of Orange County (JFOC) convenes, engages, and leads the OC Jewish community and its partners, leverages its resources to enhance and sustain Jewish life, assists Jews in need, mobilizes on issues of concern to the local Jewish community, and strengthens its bond with Israel and Jewish people globally. JFOC has been active in Orange County since 1965 and continues to be devoted to fundraising, stewardship and outreach, as well as delivering excellent programs and services. JFOC is a dynamic customer/client focused organization with a close to \$5M budget and \$3M Annual Campaign and is led by a dedicated Board of Directors and professionals. JFOC serves all of Orange County from its home within the Merage Jewish Community Center located on the Samueli Jewish Campus in Irvine, CA.

Reports to: Manager, Campaign & Board Relations

Advised by: Chief Philanthropy Officer and Chief Impact Officer

Position Structure: Position onboarded through remote operations ("work from home"); expected to return to hybrid office setting per established protocols and guidelines.

What you'll do (including, but not limited to):

- Assist with producing and distributing community level solicitation appeals and donor impact reporting.
- Participate actively in collection efforts on outstanding pledge balances.

- Provide logistical event and programmatic support to Philanthropy and Engagement teams; execute event-related CRM duties (registrations, tracking, nametags, event reports, etc.).
- Serve as data-entry backup for pledge-related CRM duties; assist with other CRM data-hygiene projects.
- Assist in the tracking of data for variety of projects, including but not limited to Planned Giving and Endowment program, PJ Library Endowment, grant reporting.
- Assist as needed to support JFOC Board Committees and provide administrative support for JFOC grants processes.
- Participate in all organization-wide philanthropic initiatives that generate revenue.
- Other duties as assigned.

What will lead to success:

- Exceptional time management skills to balance multiple projects and balance projects based on priority.
- Excellent interpersonal, written, and oral communication skills.
- Knowledge of Jewish culture, with experience in providing engagement opportunities that support Jewish identity and reflects Jewish culture.
- Proven ability to plan, implement and measure post-programmatic and strategic outcomes.
- Flexible, adaptable, and enthusiastic attitude.
- 1-2 years related work experience in administrative office work; fundraising experience preferred.
- Familiarity with CRM databases/data entry.

Benefits:

- This is a full-time position
- JFOC provides a comprehensive benefits package

No phone calls please. Please e-mail resume and cover letter to HR@JFFS.org. Only qualified applicants will be contacted. EOE.

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