



The Jewish Community Center has an opening for a **Development Coordinator** to join our team. This is a fulltime non-exempt position which reports to our Director of Development. Candidates for this position should have flexibility of schedule to be able to support occasional weekend and evening meetings and events.

The J offers our fulltime staff a comprehensive benefits package which includes medical and dental insurance, employer paid pension and 403b for employee savings, paid time off for vacation, illness, and holidays, employer paid life and long term disability insurances, additional voluntary insurance lines for employees, and membership and program discounts.

**Summary:**

This is an entry level position which is responsible for maintaining a comprehensive stewardship plan with donor relations in mind. Focus is on stewarding past, present, and future donor gifts, restricted funds, and pledge commitments. This person will have frontline fundraising responsibilities and goals which will grow over time, as well as provide support for the development department.

**Responsibilities include but are not limited to:**

- Work collaboratively with the J's departments to understand our programs and activities so you can speak intelligently with our donors about what each department does.
- Work collaboratively with our Development Manager on cultivation and stewardship/recognition events, as well as the J'la, the J's Annual Fundraising Gala.
- Work on tasks in support of the J Associates (our women's auxiliary group)
- Establish a structured, systematic program of stewardship that will ensure perpetual cordial relations with donors
- Accurately record gifts and pledges and process acknowledgements as backup support
- Work collaboratively with our Database Research Analyst to develop and maintain a donor processing operations and standards manual and work on our donor database cleanup
- Seek continuous improvement of the stewardship function including streamlining tasks and developing efficiencies in fund stewardship and program stewardship
- Program and Fund Stewardship projects including creating/managing appeals, letters, making phone calls, and visiting with donor where necessary/applicable
- Annual fund work including year-end appeal and Sabra Annual Fund – with stewardship, cultivation, and solicitation in mind
- Over time, develop a portfolio of donors through the donor lifecycle
- Cultivation and stewardship strategy projects as assigned
- Maintain the J's reputation with integrity, responsibility, caring with your management of donor relationships

**Qualifications:**

- Bachelor's degree is required.
- One to three years' experience in a fundraising, marketing, sales, or fulfillment environment is required.
- Strong Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) skills are required; should be at an expert level in MS Word and Excel.
- Experience with customer or donor databases (preferably Raiser's Edge) is required.
- Superior written and oral communication skills and organizational skills is required.
- Ability to manage multiple projects simultaneously is necessary.
- Candidate should have a positive and winning attitude and be energetic, driven, and goal oriented.
- Must be highly ethical and able to maintain confidential information.
- Must be willing to approach role and tasks with a commitment to the mission and values of the J.

For additional information about the J and all that we do, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply, please submit your cover letter, resume, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please be sure to include the title of the position you are applying for in the subject line of your email, "Development Coordinator". The J's application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.