



Development Assistant

Job Summary: The JCC Mid-Westchester is seeking a full time in-person Development Assistant to join our growing development team. Reporting to the Development Manager this administrative position supports the daily operations of the Development Department through administrative, logistical, and strategic work.

Key Responsibilities and Expectations:

- Provide administrative support for all patron engagement and donor outreach
- Responsible for day to day gift processing and entry, segmenting of donors, donor recognition, reporting and analysis, list management, and events
- Handle donor inquiries and correspondence via mail, phone, email and in-person
- Work closely with the Development and Marketing team in preparing timely donor communication including direct mail, e-appeals, gift acknowledgements and acknowledgment letters
- Support the development department with board relations and communications, such as-coordinating meetings, providing weekly income reports; quarterly highlights to include in board report and attending select committee meetings as needed, in preparing agendas and taking minutes
- Assist with coordinating special events and donor/sponsorship cultivation efforts
- Work closely with the finance team to manage, reconcile, and track various types of donations including recurring donations, in-kind gifts, honor/memorial gifts and matching gifts
- Conduct research on prospects as potential sources of private funds
- Opportunity to grow and manage events and a portfolio of annual donors and members
- Perform general office duties, attend meetings; assist with appointments and calendars
- Occasional weekend and evening work for scheduled events and meetings will be required
- All other duties as assigned by the Development Manager

Skills, Education and Experience:

- Bachelor's degree or equivalent experience
- Minimum of 1 year working within a nonprofit fundraising environment or transferrable/relatable experience.
- Must be highly organized and detail-oriented; able to multitask
- Ability to prioritize, meet deadlines and work with multiple departments
- Maintain poise and patience when dealing with the public, as well as with major and high-profile donors always maintaining diplomacy and grace under pressure
- Solid analytical, creative, and problem-solving abilities
- Exceptional written and verbal communication
- Proficient in standard word processing and spreadsheets
- Knowledge of database and event skills a plus
- Must possess the highest degree of discretion and confidentiality

**Physical Requirements**

The physical demands must be met by an employee to successfully perform the essential functions of this job and include movement within an office environment. The role requires the ability to write by hand and use a keyboard to perform general office functions. Also requires the ability to communicate by speech and hearing continuously. Visual acuity is needed for detailed work, and computer use. The ability to sit for extended periods of time is also a requirement.

Salary: \$50,000.00 - \$55,000.00 plus benefits per year

Workforce Diversity and Equal Opportunity

The JCC Mid-Westchester is an equal opportunity employer. The position is open to all and we do not discriminate on the basis of age, race, religion, gender, sexual orientation, color, disability, protected veteran status, gender identity/expression, national origin or any category protected by applicable law.

To apply, please send your resume and cover letter to: HumanResources@jccmw.org