Development Associate

ORGANIZATION SUMMARY

The **Weitzman National Museum of American Jewish History**, located on historic Independence Mall in Philadelphia, brings to life the 350- year history of Jews in America. Tracing the stories of how Jewish immigrants became Jewish Americans, the Museum invites visitors of all heritages to share their own stories and reflect on how their histories and identities shape and are shaped by the American experience. An open door for all, The Weitzman Museum honors the past and contributes to a better future by sharing the power of imagination and ideas, culture and community, leadership and service, in ways that turn inspiration into action.

JOB SUMMARY

We are seeking a dedicated and enthusiastic Development Associate to join our team. As a Development Associate, you will provide crucial support to our development team in the planning and execution of fundraising campaigns, event planning, donor relations, donor communications, list management, logistics coordination and overall development initiatives. This role offers an excellent opportunity to gain experience in nonprofit development and make a meaningful impact on our organization's growth and sustainability.

RESPONSIBILITIES

1. Fundraising Support:
    - Assist in the planning and implementation of fundraising campaigns, including direct mail, online giving, and special events.
    - Conduct research on potential donors, sponsors, and grant opportunities, and compile relevant information for the development team.
    - Help prepare grant proposals, sponsorship packages, and donor solicitation materials.
    - Maintain accurate and up-to-date donor records in the organization's CRM database.
2. Donor Relations:
    - Assist in cultivating and stewarding donor relationships through personalized acknowledgments, regular communication, and recognition efforts.
    - Support the coordination of donor meetings, including scheduling, preparing materials, and drafting meeting summaries.
    - Assist in organizing and executing donor appreciation events and recognition programs.
    - Respond to donor inquiries and provide exceptional customer service to donors and supporters.
3. Administrative Support:
    - Provide general administrative support to the development team, including managing calendars, scheduling meetings, and coordinating travel arrangements.
    - Prepare and distribute meeting agendas, minutes, and reports.
    - Assist with maintaining development department budgets, expense tracking, and financial reporting. Assist in coordinating and preparing materials for board meetings, including donor reports, financial summaries, and development updates.

4. Communications:
    - Support the development team in creating compelling content for fundraising appeals, newsletters, and social media platforms.
    - Assist with managing the organization's social media presence and website updates.
    - Help maintain an organized and up-to-date digital and physical filing system for development-related documents.

Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Strong organizational skills and exceptional attention to detail.
- Excellent written and verbal communication skills.
- Proficient in using Microsoft Office Suite and familiarity with customer relationship management (CRM) software.
- Ability to multitask, prioritize tasks, and meet deadlines.
- Strong interpersonal skills and the ability to work collaboratively in a team environment.
- Demonstrated passion for the organization's mission and commitment to the nonprofit sector.
- Competitive benefits package
- Salary range $42k - $47k commensurate with experience

Please send resume with salary requirements to: Employment@TheWeitzman.org

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