



## Minneapolis Jewish Federation Mission

*We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life*

## Position Identification

**Title: Development Assistant**

**Reports to: Director, Jewish Community Foundation**

**Status: Non-Exempt**

## Core Competencies

- Strong organizational and time-management skills
- Efficiency and resourcefulness
- Professional demeanor, including an ability to interact with significant donors in a professional manner
- Interfacing and maintaining the best customer service possible with different types of donors, partner organizations, management and staff
- Ability to:
  - Be flexible and open to learning new skills and taking on new projects
  - Multi-task and complete the workload in a timely manner
  - Think on one's feet and come up with creative solutions to issues that arise
  - Work in a fast-paced environment with shifting priorities
  - Learn and utilize new technology
  - Manage and triage multiple projects and priorities
  - Work independently with minimal direct oversight and in a team-based environment
- Identify and resolve problems in efficient and timely fashion
- Excellent written and verbal communication skills

## Position Requirements

**Education:** Minimum 2 yr. degree or equivalent experience

**Experience:** 2-5 years development administration experience; demonstrate expert level working knowledge of Microsoft Office suite (Outlook, Word, Excel, Power Point), Salesforce, and experience with database systems, ability to work with wide and varied range of constituents, positive attitude

**Certification(s):** N/A

**Schedule flexibility:** Occasional evening or weekend hours may be required

## Key Areas of Responsibility

- Provide administrative support to the Development staff with a focus on the Foundation's and It's Your Legacy (IYL) program's general administrative activities;



- Assist with assembly and mailing of Foundation’s quarterly statement mailing, including drafting of foundation’s quarterly statement correspondence;
- Create and execute check list for each new Foundation fund that is opened;
- Draft thank you letters and notes for opening of funds at the Foundation;
- Participate on cross-departmental team that initiates and processes the opening of new funds and arranging for online granting portal credentials;
- Prepare purchasing and expense reporting for Foundation team, and occasionally for others on Development team;
- Maintain Steering Committee project lists, mailing lists and related documents (Conflict of Interest, Confidentiality, Handbooks etc.) for Foundation Steering Committee and subcommittees;
- Lead or assist with scheduling and coordinating meetings and logistics for Foundation’s Steering Committee, IYL trainings and events, and other Development events;
- Responsible for
  - Tracking RSVP and attendance at all Steering Committee meetings and IYL trainings and events
  - Compiling, tracking, and creating reports of IYL letters of intent and other data
  - Taking minutes at Steering Committee meetings, as well as at other meetings as requested
  - Creating mini profiles for donor visits
- Take lead on researching and purchasing Foundation marketing collateral and stationary from outside vendors;
- Ability to staff occasional events outside of the normal work hours;
- Attend continuing education and trainings on planned giving to maintain and increase knowledge of planned giving trends, legal issues and other information;
- Complete a variety of special projects/research as needed;
- Other duties as assigned.

Program/Team/Function	Overall Position Expectation(s)

<b>Organizational Responsibilities</b>
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- Uphold and exemplify the Minneapolis Jewish Federation’s mission/vision
- Uphold and exemplify the leadership and or behavioral competencies of the organization (see attached)
- Exemplify customer service both internally and externally
- Attend Federation events as position requires
- Attend regularly scheduled staff meetings
- Other duties as deemed necessary to achieve organization/team goals