



Community Campaign Student Fundraiser Job Description

Minneapolis Jewish Federation Mission

MJF promotes a culture of Jewish philanthropy, leverages financial and professional resources to meet local and global Jewish needs, and facilitates community planning to ensure a thriving and secure future at home, in Israel, and around the world.

Position Identification

Title: Community Campaign Fundraiser

Reports to: Director of Annual Giving

Status: Seasonal, part-time, non-exempt

Seasonal Job-September through when calls are completed (approx. December)

Position Requirements

- **Excellent communication skills.** Comfortable talking on the phone. Strong and effective interpersonal and communication skills, ability to facilitate discussions and to manage different personalities, maintains confidentiality, and listens to others without interrupting. Speaks clearly and persuasively, gets clarification, and responds well to questions.
- **Strong organizational skills.** Communicates changes and progress and completes projects on time. Ability to accurately synthesize information; be able to take directions; and ability to self-organize schedules. Organized and accurate in record-keeping and administration. Take detailed notes on conversations with donors.
- **Confidentiality:** Ability to handle confidential information with discretion.
- Knowledge of Jewish terminology and traditions is beneficial.

SCHEDULE FLEXIBILITY: Up to 5 hours a week, flexible hours, must have transportation to the Barry Family Campus in St. Louis Park.

Key Areas of Responsibility

- Conduct telemarketing calls to prospects and donors under \$1,000 to raise money for Minneapolis Jewish Federation's 2023 Community Campaign.
- Maintain detailed records of conversations.
- Answer donor questions.
- Keep track of donors that have been contacted.

Salary & Benefits

Compensation: \$20/hour

To apply, please contact gkaplan@jewishminneapolis.org to set up an interview.