



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: Philanthropy Assistant

STATUS: Full-Time, Non-Exempt (hourly) \$22 to \$25/ hr

BENEFITS: Benefits include vacation, sick leave, paid holidays, 403(b) match, disability, and life insurance. Health, dental, vision insurance available.

LOCATION: Hybrid option available – Minimum 3 days in office in St. Louis Park

Purpose

The Philanthropy Assistant is responsible for providing support and assistance for the Minneapolis Jewish Federation (MJF) and Minnesota Jewish Community Foundation (MN JCF)'s philanthropy activities, operations, and administration. The Philanthropy Assistant works closely with the Chief Philanthropy Officer, MN JCF Executive Director, Philanthropy Officers, and Salesforce Administrator to support logistics and donor relations, including administration, meeting management, fielding donor questions, updating records, prospect management, data entry and reporting, and donor and fund holder communications.

Position Requirements

Education: Bachelor's Degree; Or a combination of education and experience in a closely related field.

Experience:

- 1-3 years of experience in customer relations/management.
- Must have moderate to master level proficiency with Microsoft Office Suite, digital communication, project management, and software databases. Proficiency tests may be required.
- Demonstrated attention to detail and excellent written and verbal communication skills.
- Knowledge and familiarity of the Jewish community will be helpful.

Schedule:

- Work hours: 8:30a-5p M-Th, 8:30a-4p Friday.
- Able to work early mornings, evenings and weekends as required.
- Minimum three (3) days in office located in St. Louis Park.

SCHEDULE: Able to work early mornings, evenings and weekends on periodic basis as needed

Key Areas of Responsibility

Team Assistance

- Assist Philanthropy Team members with meeting management, invoice and expense reports, correspondence (i.e., mail mergers, donor mailings), stewardship, formatting data reports and meeting materials, and more.



- Create constituent and donor segment reports from Salesforce – requires technological savviness and ability to understand Salesforce data structures.
- Assist with MN JCF, Affinity groups, Women’s Philanthropy, Giving Societies, and general Annual Campaign administration, and coordination.
- Upkeep donor and constituent information, and obituary processes.
- Support philanthropy-related events in coordination with Philanthropy and Events Manager and Events Director, including registration/data support, set up, materials, and other logistics.

MN JCF Support

- Prepare for, proofread documents, and attend MN JCF Board, committee, grant, and fund holder meetings, record and transcribe minutes, summarize meeting feedback; complete follow-up on action items in partnership with Executive Director, MN JCF President and/or Secretary, or committee Chair.
- Assist with grant recommendation requests from Donor Advised, Designated, and funds and related grant processes.
- Prepare and mail hard copy fund holder statements
- Responsible for creating new MN JCF fund documentation using relevant Fund Checklist in CRM database (Salesforce) and creating or updating paper fund file, emailing relevant documentation to fund holders, and adding key correspondence and fund documentation in Salesforce and paper fund file
- Initiate MN JCF Donor Central credentials for fund holders and provide troubleshooting support when needed
- Accurately prepare and submit accounts payable requests, purchasing, and expense reporting for MN JCF and Philanthropy team
- Draft and send in a timely manner fund holder client communications and correspondence, including thank you and acknowledgement letters.
- Lead or assist with scheduling, coordinating meetings and logistics (including materials, room reservations, and communication technology), preparing materials, maintaining records, for MN JCF’s Board, trainings, events, and other Philanthropy department meetings
- Responsible for entering and tracking RSVPs and attendance in Salesforce for all MN JCF Board meetings, committee meetings, and events
- Preserve Board minutes, agendas, other materials, and important organizational documents in records management system(s)
- Maintain project lists, mailing lists, and related documents (Conflict of Interest, Confidentiality, Handbooks etc.) for MN JCF’s Board of Governors and its committees
- Support Executive Director and other MN JCF and MJF staff in running data and information queries and provide reports as requested from CRM database and Foundation Accounting software
- Ensure proper entry, recognition, and stewardship of MJF endowment gifts

Provide excellent customer service and operational support for Philanthropy Team professionals, Federation donors and MN JCF fund holders.

- Answer and coordinate response to donor and fundholder calls and inquiries. Provide excellent customer service when working directly with fund holders via telephone, email, or in person, responding in timely manner to requests for information or questions, providing information, taking messages, or directing them to the appropriate person.
- Provide donor and fund holder information and account analysis: Look up donor records, payments, assess issues, and provide solutions.



- Follow up with donors and fund holders who require assistance and/or problem solving.
- Ensure proper entries of donor and fund holder information into CRMs.
- Create and maintain donor and fund holder prospect profiles.
- Assist with developing donor and fund holder cultivation and solicitation material.
- Manage RSVP lists for meetings and events.
- Assist Philanthropy and Finance Assistant in pledge/gift entry and recognition for Annual Campaign, Directed/Restricted, and Tribute gifts.

General Responsibilities

- Attend and perform required functions at MJF and MN JCF events (i.e., registration).
- Participate in professional development training programs.
- Participate in weekly Philanthropy team and monthly All Staff meetings.
- Provide back-up for Federation Office Front Desk Support when needed.
- Uphold and exemplify the MJF's mission/vision.

Assume other responsibilities on the Philanthropy team as appropriate

Organizational Responsibilities

Uphold and exemplify the Minneapolis Jewish Federation's mission and vision

Uphold and exemplify the leadership and behavioral competencies of the organization

Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance

Execute professional, high level customer service, both internally and externally

Effectively utilize technological platforms and systems for project management and communications

Attend Federation events as position requires