Position Title: Development Associate
Department: National Institutional Advancement
Location: Hebrew Union College – Jewish Institute of Religion
         Brookdale Center
         One West Fourth Street
         New York, NY 10012
Supervisors: Chief Engagement Officer & Donor Relations Manager
Status: Full Time
Effective Date: Immediate
Salary: Commensurate with experience

About Hebrew Union College-Jewish Institute of Religion
HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, and Jewish organizations worldwide.

About Institutional Advancement
With the arrival of our new president Dr. Andrew Rehfeld, Hebrew Union College-Jewish Institute of Religion has launched an immediate and significant investment in institutional advancement staff and activities to strengthen philanthropic support for our mission of developing the next generation of Jewish professional leaders and scholars. We are recruiting a team to build our infrastructure, expand our donor base, enhance our stewardship efforts and increase our short-term revenue as we prepare for a major campaign in the next few years.

About the Position
The Donor Relations Manager will provide essential support and assist in coordinating activities related to the alumni programming and stewardship of donors. This is a full-time position based in New York City.

Specific Responsibilities
• Support the Alumni and National Institutional Advancement teams in a variety of capacities including telephone coverage, meeting coordination, invoice and expense reporting, and assisting with completion of specially assigned projects.
• Support efforts of multiple events including preparing data, researching and compiling prospect and donor information, preparing travel itineraries, ensuring donor/alumni data is
accurate, drafting correspondence, entering contact reports, updating alumni records, scheduling meetings.

- Support Chief Engagement Officer and Alumni Program manager with programming, reunion activities, reporting and logistics support.
- Prepare and circulate materials for the various alumni organizations including the Alumni leadership Council and President’s Rabbinic Council.
- Assist in the preparation for and logistical support of meetings and special events.

Requirements
The Development Associate must have an eye for detail, enjoy juggling multiple projects and priorities, and be able to work with a complex organization. The ideal individual will have the ability to work collaboratively, with strong written and verbal communication, have technological curiosity and impeccable organizational skills. S/he will be responsibility-oriented, not task-oriented and will anticipate and help to resolve problems. Excellent interpersonal skills, and a cheerful and positive approach when working with donors, volunteers, colleagues and faculty administrators is essential. The Development Associate will also have the ability to work independently on projects, from conception to completion, be able to work under pressure at times, and handle confidential matters with discretion.

- Bachelor’s Degree required.
- Advanced knowledge of MS Office, including Word, Excel, Outlook and PowerPoint, and facility with learning new software/databases required. Familiarity with Google Drive, Survey Monkey and Doodle preferred.
- 1-2 years related experience in an academic or non-profit environment.
- Familiarity with Raiser’s Edge or another donor database, and working knowledge of queries and reporting functions preferred.
- Availability for occasional evening and weekend work.

Supervision Received
Reports to the Chief Engagement Officer and Donor Relations Manager

Supervision Exercised
None

Working Conditions of Employment
Work may, on occasion, require more than 35 hours per week to perform the essential duties of the position; normal office environment.

Application Procedure
For immediate consideration, interested candidates should forward their resume and cover letter as a single PDF attachment to: HR@HUC.edu with Development Associate in the subject line.

Candidates selected for employment are subject to background check.
Hebrew Union College-Jewish Institute of Religion is an Equal Opportunity Employer (EOE), and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.