



### **Development Assistant**

The Central Conference of American Rabbis (CCAR) is seeking a Development Assistant in the fundraising department. The Assistant will report directly to the Director of Advancement and will assist in securing funding. The Assistant will strive to ensure continuous improvement in fundraising effectiveness, in line with fundraising targets that support CCAR's strategic and operational objectives, as well as the CCAR's Purpose, Mission, Pillars, and Goals.

### **Primary Areas of Responsibilities**

- Draft, edit, and proofread donor-facing materials and acknowledgments, including; day to day letter printing and handling for pledges and payments, personalize notes written from Chief Executive and Director of Advancement for development related programs
- Create and maintain a centralized, user-friendly Development calendar and track deadlines and ensure timely execution of deliverables
- Messaging and handling of development invoices in coordination with the Finance Department
- Organize and maintain digital filing systems in Drop Box
- Update and maintain Development records in CRM
- Assist Director of Advancement and Manager of Individual Giving as needed
- Generate reports on donor engagement and campaign performance
- Support fundraising campaigns, including email (Constant Contact) and digital outreach
- Prepare for and attend meetings, record minutes, maintain organized records, and track to-do lists for staff and committee members. Facilitate meetings and events as needed
- Coordinate logistics for webinars and donor events (invitations, RSVPs, follow-up)
- Support tracking and communication for all development campaigns
- Manage Development pages on CCAR website and create donation forms (Word Press)

### **Valued Qualities, Skills, and Competencies**

- Excellent interpersonal, leadership, communications, and customer service skills, positive attitude, professional and courteous demeanor as an ambassador and representative of the organization;
- Highly organized and extremely detail-oriented with strong project management skills and an ability to manage multiple tasks and set priorities and deadlines;
- Ability and willingness to learn new programs, technologies, and processes;
- Understanding of data management;

- Knowledge of Microsoft Office, particularly PowerPoint, Zoom and Excel
- Knowledge of Salesforce is a plus;
- Excellent verbal and written communication skills;
- Willingness to take direction and feedback, and to be flexible;
- Ability to take initiative, to work as part of a team, and to work independently;
- Patience and good judgment with people; good conflict resolution instincts and problem-solving skills;
- Ethical foundation in both conduct and qualifications;
- Discretion and commitment to confidentiality;
- Demonstrated desire to learn and grown professionally;
- Bachelor's degree;
- 1-3 years relevant experience;
- Knowledge of Jewish world (desired).

The Central Conference of American Rabbis (CCAR), founded in 1889, is the oldest and largest rabbinic organization in North America. As the professional organization for the Reform rabbis of North America, the CCAR projects a powerful voice in the religious life of the American and international Jewish communities. The CCAR also fosters excellence in rabbinic leadership and serves the Jewish community through programs, support services, and resources. To this end, the CCAR operates a number of lines of business including continuing education programs, an annual convention, a career services department, and the CCAR Press. All of these areas present opportunities for support, fundraising, and other revenue enhancement.

Salary: \$45,000 per year

Location: NY 1 day a week or remote

CCAR also provides benefits such as health insurance, dental insurance, LTD insurance, 403B, and vacation time.