



Part-Time Development Associate Job Opportunity

About Jewish Family Services of Silicon Valley (JFS SV)

Our Mission and Our Values

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available without regard to race, religion, ethnicity, sexual orientation, or ability to pay.

JFS SV is committed to the core values of:

Jewish traditions of social responsibility, compassion, and respect for all members of the community.

Social work ethics of responsive, caring, and skilled professional service; and responsiveness to the changing needs of the people we serve.

Position Summary:

Under the supervision of the Director of Development, provides development and administrative support to the development department.

KEY AREAS OF RESPONSIBILITY

- Provides ongoing fund development database (Telosa) reports on the status of development activities, including the Rusnak Center capital campaign
- Communicates via phone, email and in-person meetings with agency senior leadership, board members, campaign volunteers, and community members regarding development activities
- Assists with production of direct mail, e-solicitations, and campaign solicitation materials
- Maintains Telosa database information on past, current and prospective individual and institutional donors, including donor history, reporting scheduling and comments data regarding biographical and financial research and ongoing relationship cultivation
- Under the supervision of the Director of Development, conducts research on donor prospects
- Provides support for agency fundraising events
- Coordinates meetings with donor prospects, fundraising volunteers, staff and consultants
- Conducts grant research as instructed

- Other duties, as assigned

COMPENSATION AND BENEFITS

JFS SV provides a highly competitive salary and benefits program. Position has potential to develop into a full-time position. Full-time benefits package includes medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off (incl. secular as well as Jewish holidays and vacation); 100% paid membership to onsite fitness center; supportive colleagues; and a positive work environment on a beautiful campus.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Minimum of BA level College degree.
- Ability to type 60+ words/minute.
- Two+ years experience in a support staff position, particularly in a nonprofit agency.
- Excellent working knowledge of Microsoft Office Suite; proficiency in Word, Excel and PowerPoint.
- Knowledge of donor databases required; knowledge of Telosa database desired.
- Prior experience in donor and prospect research desired.
- Excellent organizational skills.
- Strong verbal and interpersonal skills.
- Multi-tasker with attention to detail and deadlines.
- Ability to work with a variety of people. Positive, professional attitude and team player.
- Ability to perform effectively in a fast-paced environment.
- Strong commitment to the goals/philosophy of Jewish Family Services of Silicon Valley.

Résumé and cover letter to: jobs@ifssv.org

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Jewish Family Services of Silicon Valley is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.