



## Full-Time Development Associate Job Opportunity

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### **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 with agency senior leadership, board members, campaign volunteers, and community members regarding development activities
- Works with manager of public relations on the production and distribution of direct mail, e-solicitations and campaign 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 supervision of the Development Director, 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. 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.
- Two+ years in a support/development position, preferably 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.
- 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 JFS SV mission.

**Résumé and cover letter to: [jobs@jfssv.org](mailto:jobs@jfssv.org)**

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