

Development Associate

JFCS [Jewish Family & Children's Services of Northern New Jersey] is a community social service agency, headquartered in Teaneck, NJ. We serve Bergen, Passaic, and Hudson Counties with mental health counseling, older adult services, food assistance and basic needs like career counseling, family case management, afterschool enrichment programming, and emergency aid and advocacy.

We serve everyone who requests help, regardless of their background or ability to pay.

The Development Associate will be an important member of the Development Team which cultivates, maintains and builds donor relationships. The donations generated by the Development Team support the services we offer to the thousands of individuals and families in our catchment area.

The ideal candidate will have a Bachelor's degree +1-3 years' experience in a related role.

Responsibilities will include:

§ Online research and collate data

§ Creation of various MS Excel spreadsheets to summarize information

§ Organization of administrative details for a seamless workflow

§ Be an integral contributor to our events (including two major annual fundraising events)

Qualifications

§ The ideal candidate will be highly organized, a savvy researcher/sleuth, an articulate communicator, a strong writer and be good at technology including MS Excel [DonorPerfect or another CRM a big +]

§ Essential to this role is a passion for helping people, compassion for others and heart to add value to the lives of those who need support. We are looking for someone who wants to be part of making a difference. This is a full time permanent position with benefits, an opportunity for growth & learning, and a great, upbeat atmosphere.

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JFCS

Empowering People. Transforming Lives.