



Philanthropy Associate

Jarc is looking for a passionate Philanthropy Associate to join the team and play an important part in making sure that Jarc has the funding it needs and engages with its donors on a regular basis. The Philanthropy Associate plays a key role in supporting fundraising operations, donor engagement, and other strategic development initiatives including grants management. This position is ideal for someone who thrives in a collaborative environment, enjoys building relationships, and has a strong interest in nonprofit development. They must be detail-oriented, and it is a plus if they are data-driven or have experience in data entry. This position will work closely with the Philanthropy team, Marketing, and other departments at Jarc.

This is a full-time, hybrid position, reporting to the Chief Philanthropy Officer.

Please apply if you are interested in this position and have a little more or a little less experience than what is listed, we are open to flexing this role based on experience.

Responsibilities:

- Philanthropy Administration
 - Manage fundraising database (Raiser's Edge), including building and streamlining processes, maintaining accurate donor records, building and creating queries, reports, and exports for other departments and individuals as needed
 - Record and maintain fundraising and philanthropy related notes
 - Manage philanthropic related billing
- Stewardship
 - Process tributes, thank you notes and other donor communications
 - Provide support for donor relations
- Event Management
 - Assist in major and minor fundraising events
 - Support additional engagement events with donors and potential donors
- Grants
 - Maintain grant information including submission and reporting requirements and schedules, research that is conducted, etc.
- Directly support other advancement and philanthropic activities
 - Other duties as assigned

Required Skills:

- Bachelor's degree or equivalent experience in nonprofit management, communications, or related field
- 2-4 years of experience in fundraising, development, or nonprofit administration
- Strong organizational skills and attention to detail
- Excellent written and verbal communication abilities
- Proficiency in donor management software and Microsoft Office Suite, Raiser's Edge preferred



- Ability to handle sensitive information with discretion

How to Apply

Apply on [Jarc's career page](#) or email your resume to talent@jarc.org.