



Development & Marketing Associate Job Description

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 Jewish values of: *Repairing the World, Welcoming the Stranger, and Respect and Dignity for ALL*

POSITION SUMMARY: Under the supervision of the Chief Development Officer, the Development Associate provides development and administrative support to the development department.

JOB DUTIES AND RESPONSIBILITIES

- Provides support for all agency fundraising. Including annual giving campaign, events, capital and endowment fundraising. Support includes clerical, donor and volunteer relationships, and event planning.
- Maintains fund development 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
- Provide support for agency marketing as needed including website, social media, and events.
- Provides ongoing fund development database reports on the status of development activities.
- 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.
- Under the supervision of the Chief Development Officer, conducts research on donor prospects
- Conducts foundations & grant research as instructed
- Develops and manages tracking of all agency grants to ensure that deliverables, timelines and submissions are timely and complete
- Other duties, as assigned

QUALIFICATIONS AND EXPERIENCE

- Minimum of BA level college degree
- Prefer two+ years of experience in marketing or development position.
- Excellent working knowledge of Microsoft Office Suite; proficiency in Word, Excel and PowerPoint
- Knowledge of donor databases preferred
- 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.