



Development Associate Position Description

Do you want to feed hungry people? Are you committed to making the world a better place—one box of food at a time? Are you an organized, super detail-oriented professional who wants to leverage your operations skills to directly fuel relief efforts for thousands of families in need?

The Jewish Relief Agency (JRA) is seeking an ambitious **Development Associate** to oversee the operational backbone of our fundraising department. For 25 years, JRA has brought together individuals of all means, ages, and backgrounds to address our community's physical, social, and spiritual needs, satisfying our unique desire to do Chesed while taking care of each other and doing good in the world. Built on the foundation of our monthly food distribution, our programs alleviate the pangs of hunger, bring meaning to our recipients and volunteers, and build a caring, connected community. We are looking for an emerging professional who can champion our cause and ensure our dedicated network of over 10,000 volunteers can continue packing and delivering food and critical supplies to 3,200 households each month throughout Greater Philadelphia.

Working closely with the Executive Director and Operations Team, and collaborating with our Grant Writing Consultant, the Development Associate will manage donor database administration, event operations, leadership calendaring, and donor acknowledgments.

Key Responsibilities

A. Event Administration & Materials Management (Approx. 35%)

- Oversee the logistical execution, meeting coordination, and administrative pipeline for JRA's annual gala, cultivation events, and volunteer stewardship receptions.
- Manage all event meetings, taking detailed notes, setting agendas, tracking action items, and maintaining timelines across staff and volunteer committees.
- Coordinate attendee registration, ticket sales, sponsorship benefits fulfillment, vendor contacts, and guest check-in.

B. Development Operations & CRM Management (Approx. 45%)

- Maintain the integrity of JRA's donor database/CRM (Salesforce NPSP), ensuring prompt and accurate entry of all gifts, pledges, and donor interactions.
- Produce and send timely, personalized tax acknowledgment letters and stewardship communications for all individual and corporate contributions.
- Generate donor lists, financial tracking reports, appeal queries, and mailing files for individual giving campaigns and annual solicitations.
- Maintain clean, organized digital records for donor relationships, corporate sponsors, and board communications.

C. Grant & Team Support (Approx. 5%)

- Serve as the internal administrative point of contact for JRA's contract Grant Writing Consultant.
- Gather programmatic data, client stories, and demographic metrics from program staff to support grant submissions and reporting.

D. Executive Scheduling & Board Coordination (Approx. 15%)

- Manage complex executive schedules and routine calendaring for the Executive Director and the Chief of Operations.
- Coordinate, schedule, and send calendar invites for all recurring staff, department, and committee meetings.
- Lead scheduling and administrative prep for all Board of Directors meetings, including calendar invites, room/virtual setup, meal requests, and agenda distribution.

Required Qualifications & Experience

- One (1) to three (3) years of demonstrated professional experience in development administration, executive administrative support, event coordination, or non-profit operations.
- Bachelor's degree from an accredited institution.
- Strong hands-on proficiency with Customer Relationship Management (CRM) databases (e.g., Salesforce strongly preferred), Microsoft Office, and Google Workspace.
- Exceptional organizational, project management, and time-management skills with close attention to detail.
- Excellent written and verbal communication skills for interactions with donors, board, vendors, and volunteers.
- Familiarity with Jewish customs, traditions, and philanthropic culture preferred.

- Ability to lift up to 25 pounds and stand for periods of time.
- Valid driver's license and access to a reliable vehicle.

Note: Approximately one week a month, the JRA staff work out of our warehouse in Northeast Philadelphia.

Benefits and Salary

- Salary commensurate with experience, ranging between \$42,000 and \$47,000
- Comprehensive benefits package, including a 403b
- Generous package for time away from work, including vacation, sick time, and Jewish and Federal holidays

Next Steps to Apply

To apply, send your resume and a tailored cover letter to **jobs@jewishrelief.org**. In the subject line of your email, please reference the position title and your last name (Example: *Development Associate_LastName*).