

Development Associate

The Gershman Philadelphia Jewish Film Festival (GPJFF) is seeking a Development Associate who will assist in executing the organization's fundraising goals. This role will ultimately require an understanding of fundraising best practice and philanthropic trends, as well as donor behavior. The Development Associate will be responsible for ensuring the department runs strategically and efficiently by creating a culture to increase GPJFF's donor base and funding streams. The Development Associate will report to the Executive Managing Director.

Duties and Responsibilities

Donor Database and Gift Acknowledgement:

- Maintain comprehensive relationship management records in Patron Manager (Salesforce) including:
 - Acknowledge gifts and visits in a promptly via the appropriate "thank you" platform and tax letter and ensure department and organization leaders write "thank you" notes as assigned
 - Support administrative functions of other donor relationship tools such as MailChimp
 - Produce fundraising reports as requested for meetings
 - Use donor data to help identify trends and insights as it relates to the organization's goals

Prospect Identification and Research:

- Research donors/prospects using donor record and research tools and prepare detailed prospect profiles and strategic briefings as requested
- Use donor data trends to help surface new potential prospects including lapsed and downgrading donors

Volunteer Coordination:

- Maintain a detailed volunteer events calendar and coordinate with volunteers directly
- Be the main point of contact for volunteers at GPJFF events

Research & Reporting

- Research individual, corporate, government, and philanthropic funding opportunities that meet the mission of the organization
- Develop a concrete method for connecting with funding opportunities within the fundraising plan
- Implement a fundraising plan in conjunction with the Development Committee
- Serve as first-line administrator of Patron Manager (Salesforce)
- Coordinate organizational fundraising pipeline report and timeline
- Draft meeting agendas, minutes, and record decisions and ensure information is appropriately communicated to all attendees
- Actively participate in internal and external meetings that relate to fundraising and development, as requested

Proposal Writing

- Coordinate the proposal submission process by creating, managing and ensuring implementation of a project timeline
- Coordinate the proposal writing process
- Write grant proposals in accordance with the guidelines of potential funding sources
- Adhere to follow-up policies for all funders and external contacts, ensuring donors are thanked in a promptly, receipts are provided, next steps are communicated, etc.
- Track grant-funded reporting requirements and coordinate the submission of grant reports
- Complete other development/government relations/engagement activities as assigned

All applicants must possess:

- Familiarity with Patron Manager (Salesforce)
- Proficiency in the use of various MS Office programs, including Word, Excel, and PowerPoint
- Experience with interpreting data (qualitative as well as quantitative)
- Outstanding organizational skills and high attention to detail and process
- Strong writing and editing skills
- Creativity, a strong work ethic, an entrepreneurial spirit, a sense of humor and the willingness to be a team player
- Ability to manage ambiguity and multiple priorities inherent in an entrepreneurial environment
- Proactive problem solver who demonstrates initiative
- Professionalism, discretion, and diplomacy
- Strong follow-up and follow-through skills with a focus on results
- Flexibility and willingness to contribute when necessary on outside projects
- A valid driver's license and the ability to get to external meetings and programs, as required
- Flexibility to work alternate work hours, as required

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Preferred Start Date: August 2018

Employee Status: Full-Time Temporary Employee with the possibility to be permanent after four months

To apply: Please email a resume, cover letter, references, and salary requirements to Kristen Evans, Executive Managing Director, at kevans@pjff.org.

Tuesday, July 24, 2018