

KAM Isaiah Israel Development Coordinator

The Development Coordinator provides essential administrative support to KAM Isaiah Israel's development efforts throughout the year, working with the professional staff and lay leadership. Initially, the focus will be on KAMII's programmatic and capital campaign: *Mishpacha: Our Family. Our Future.* The Development Coordinator will handle a broad range of responsibilities to underpin cultivation, solicitation, and stewardship of congregants and assist in the overall development of a culture of philanthropy.

The Development Coordinator, a new position, will work as part of a team, including campaign lay leaders and KAMII's clergy and professional staff. The Development Coordinator will work especially closely with the Director of Community Engagement, to whom the position reports. The position is expected to be approximately 30 hours per week, with flexible working hours that may include some evening and/or weekend duties.

Key Responsibilities

The key responsibilities for this position include:

Supporting Philanthropy

- Responsible for promoting and implementing activities that support a successful programmatic and capital campaign.
- Work closely with volunteers and lay leaders to develop relationships necessary for supporting the congregation's philanthropic efforts, including strategic and aspirational initiatives.
- Coordinate with the congregation's Development and Capital Campaign Committees to assess congregation's efforts and implement new initiatives where appropriate.
- Support development of new initiatives to help create a culture of philanthropy.

Administrative

- Implement processes for donor tracking, including relationship management, gift acknowledgement, and pledge tracking.
- Maintain individual giving records in the Shulcloud database, including entering donations in a timely fashion, upon gift receipt.
- Prepare and send acknowledgement letters and tax receipts for all donations and pledge commitments.
- Manage process for appropriately and meaningfully thanking donors and other supporters.
- Send follow-up communication to donors with gift agreement and naming agreement when appropriate.
- Execute all development mailings.
- Respond to donor inquiries and/or requests.

Marketing and Communication

- Help create and distribute marketing materials to support all donor solicitations.
- Provide support for regular weekly, monthly, and annual external communications with members, including Friday night Shabbat program, b'nai mitzvah and special programs.
- Update website, online listings, registration forms, social media, etc.

- Provide support for communication related to congregational events.

Events

- Assist in planning and executing development-related events, including collaborating with the Director of Operations in coordinating with building and kitchen staff and any event contractors and/or vendors.
- Assist in conceiving and executing the annual benefit.

Key Competencies:

- Exceptional customer service skills.
- Excellent written and oral communication skills.
- Self-starter with strong organizational skills.
- High attention to detail.
- Effective time and resource management skills.
- Comfort working with groups of volunteers, including established committees and ad-hoc groups, to implement programmatic initiatives.
- Proficiency with Microsoft Office applications and Google Suite applications. Willingness to learn new systems and software, as necessary.
- Knowledge of databases preferred.

Experience:

- Three years' experience in a nonprofit organization, fundraising experience preferred.
- Experience coordinating small and large events.
- Significant familiarity and experience with the Reform Jewish faith, with familiarity working in a synagogue a plus.
- Success working with membership organizations a plus.
- Experience with marketing and communications a plus.

Personal Qualities:

- Desire to work in friendly and respectful sacred partnership with clergy, professional staff, and members.
- Team player and ability to succeed in a collegial, team environment.
- Warm, friendly, sense of humor.
- Strong work ethic.
- Capacity to foster trust.
- Adaptable and patient.
- Comfortable interacting with staff, lay leaders, and congregants of all ages.

Salary, Hours, Benefits:

- \$27,500-\$37,500 per year.
- Full-time.
- Benefits include health insurance, paid time off, parental leave.

APPLICATION INSTRUCTIONS

If you would like to apply for this position or have questions, please follow up by emailing KAM Isaiah Israel at applications@kamii.org and we will follow up with you. If you would like to apply, please include a copy of your current resume and any other materials you would like us to consider with your email.