



SHALOM BAYIT
Ending Domestic Violence in Jewish Homes

DEVELOPMENT COORDINATOR

POSITION: Development Coordinator, 40 hrs/week FT Non-exempt, M-F standard business hours, Hybrid

REPORTS TO: Events & Engagement Manager

COMPENSATION: \$27-32 DOE | Full Health, Dental, Vision, 403b retirement, generous vacation, Jewish holiday, & family leave

TO APPLY: submit cover letter, resume, and three references to jobs@shalom-bayit.org

SUMMARY *Got a knack for planning unforgettable fundraising events? Do you love both spreadsheets and people? Want to put those skills to work in a dynamic Jewish social justice environment changing lives every day?* Shalom Bayit is seeking a highly organized, detail-oriented Development Coordinator to support our annual cycle of fundraising activities. You are the right partner for this new role if you are ultra-organized and enjoy wearing many hats in a supportive dynamic workplace working with people who are passionate about ending domestic violence in Jewish homes. Learn more: www.shalom-bayit.org

CORE RESPONSIBILITIES

- **Systems management:** Provide administrative support to ensure smooth, timely and effective coordination of development activities and campaigns including annual gala, small fundraising events, major gifts campaigns, annual appeal, and legacy giving
- **Data management & List Generation:** Track and report fundraising metrics; assist with donation entry and acknowledgement; generate donor lists for solicitors; create and maintain spreadsheets both internal and external to support high-efficiency, organized donor engagement activities
- **Donor communications:** Ensure timely, excellent, effective professional communication (verbal and written) with donors and potential supporters
- **Volunteer / lay leader engagement:** Collaborate with lay leaders and staff to produce high quality fundraising appeals, including preparing fundraising analysis and reports, donor histories, meeting materials, and tools for their work on behalf of Shalom Bayit
- **Gala Event planning:** Support events team with annual gala planning logistics including but not limited to: vendors, correspondence with donors and lay leaders, data entry, program content, and task management.
- **Small Events planning:** Support logistics for Sukkot, Donor Appreciation, and other small events
- **Marketing:** Support agency marketing through the design, development, and planning of email campaigns, social media, website content and other digital media; as well as mailings, event materials, and solicitations
- **Grants management:** Track reporting and submission deadlines and manage grant writing schedule
- **Teambuilding:** Attend team meetings, trainings, & collaborate on all other tasks as assigned

QUALIFICATIONS

- Responsibility, flexibility, problem-solving, excellent judgment, initiative and insight
- Dedicated team-player with ability to work both independently and collaboratively
- Ability to prioritize and organize workflow in a fast paced environment with frequent interruptions
- Excellent computer software proficiency; including knowledge of CRMs (DonorPerfect), Excel, Canva, Constant Contact, & Google Suite
- Excellent oral/written/interpersonal communication and strong customer service skills
- Desire to be part of a small social justice team dedicated to empowering Jewish women and girls
- Ability to maintain a high level of confidentiality
- Knowledge of and experience in the organized Jewish community a plus
- 40-hour domestic violence certification training (can be completed after hire)

Shalom Bayit (a project of Social Good Fund) is an Equal Opportunity Employer. All individuals are entitled to equal employment opportunities without regard to race, color, religion, age, disability, national origin, gender, gender identity, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, or any other class protected under federal, state, or local laws.