**JOB DESCRIPTION**

**Job Title:** Campaign Associate, Northeast Region (NER)
**Location:** New York, NY
**Department:** Development
**Supervisor:** Director of Strategic Philanthropy, Northeast Region
**FLSA Classification:** Non-Exempt
**Status:** Full-time

**Position Overview:**
If you are a highly organized, detail-oriented self-starter and wish to make an impact through your work, further your career with American Friends of Magen David Adom. The Campaign Associate will provide administrative support, donor relations, and program management for the Northeast Region fundraising team. This individual is responsible for assisting in all fundraising activities to include, but not be limited to, composing and editing reports, correspondence, solicitation materials, and database entry and management. S/he will support donor and lay leadership relations in the planning, coordination and implementation of events. Using Raisers Edge, the Campaign Associate will also generate queries and exports needed for annual giving outreach and prepare regular statistical and analytical reports on area’s development progress. This position interacts with community leaders, donors, volunteers, and staff; thus requiring a superb customer service approach that develops and sustains lasting relationships to meet the goals of the team.

**Essential Job Functions:**

*Meeting & Event Coordination*
- Coordinate the work in preparation of meetings and events of various staff and external committees to include volunteers and lay leadership
- Coordinate region activity calendar and ensure proper office coverage and support for all necessary tasks
- Coordinate preparation and distribution of meeting notices and background material needed for events and/or meetings
- Coordinate the development and production of documents and support materials for meetings and mailings
- Attend meetings and take minutes as requested and conduct follow-up calls regarding event/meeting attendance as needed
- Handle all logistics and serve as main point of communication with vendors and contractors pertaining to events as directed.

*Development Support*
- Provide support for fundraising and donor development activities, which includes tracking all donations, maintaining the current database of prospects, correspondence, etc.
• Input data concerning fundraising events, leadership, volunteers, and donors; retrieve information from database for reports as required
• Work with the donor database to enter donor meeting notes and update donor information
• Conduct development related administrative duties such as pledge processing, gift reports, pledge materials and acknowledgement letters
• Prepare, proofread, and edit a variety of correspondence and reports for correct grammar, punctuation, and spelling with attention to detail.
• Draft correspondence and manage any mailings to external constituencies
• Ensure confidentiality and security of all information
• Track and understand donor giving
• Serve as a first point of contact with donors, lay leaders, and other departmental staff requesting information
• Assemble and send out information packets, literature, to potential and current donors
• Send thank-you letters and correspondence to donors
• Create photo albums for donors after dedications

**Supervisory Responsibilities:**
This position has no supervisory responsibilities.

**Education & Experience:**
• Minimum of Associates Degree. Bachelor’s degree preferred
• Minimum of 1-3 years administrative assistance experience, preferably within a non-profit organization.

**Skills Required:**
• Must have excellent writing and verbal communications skills, as well as accuracy, organization, and time management
• Must have excellent computer skills (Microsoft Office, Excel) and comfort working with database programs
• Understanding of Raiser’s Edge database or other non-profit CRM application
• Must be able to work well independently and as part of a team.
• Ability to organize and manage multiple projects and report to multiple people simultaneously; make effective timely decisions and meet deadlines under general guidance and supervision in a dynamic environment.
• Strong interpersonal skills
• A good understanding of Israel is helpful but not preferred.

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