



## **Development Associate Job Description**

Hillel at the University of Pennsylvania is seeking a creative, dynamic, team-oriented professional with strong interpersonal, organizational, and communications skills to serve as Development Associate. The Development Associate will report directly to the Director of Institutional, and work with the Executive Director and volunteer leadership to implement the development strategy and fundraising campaign.

Penn Hillel is an exciting, fast-paced, intellectually rigorous work environment. We are a high-energy, dedicated team of professionals committed to enriching the Jewish experience of our students. The Development Associate will be responsible for providing support to the Penn Hillel Institutional Advancement Department. The Institutional Advancement Department is responsible for strategic planning, designing and implementing the annual fundraising calendar, preparing and distributing community-wide communications, and overall fundraising, including meeting an annual fundraising goal of \$2.8 million in operating funds for the organization. The Development Associate will be the point person for specific development projects, special events, and administrative needs as assigned by the Director of Institutional Advancement.

### **What your strengths are:**

- Communicating effectively (verbal and written)
- Interpersonal skills and working with different types of individuals
- Paying close attention to detail
- Adeptly juggling multiple projects
- Successfully managing time, and keeping to deadlines
- Organizing and completing projects accurately and efficiently
- Working well on a team and independently

### **What you will bring to the job:**

- Bachelor's degree required
- Energy, flexibility, and creative thinking
- Strong eagerness to learn more about all aspects of non-profit fundraising
- Desire to strategize on ways to engage with our alumni, parents, and broader community
- Passion for taking on challenging projects, and a variety of projects
- Pride in the accuracy and presentation of your work
- Knowledge of and experience with donor database systems, communications, and online giving technologies
- Prior development experience preferred

**What you will own on an ongoing basis:**

- Conduct prospect research and identify major gift donors
- Prepare donor correspondence
- Write and produce donor materials, including briefings, PowerPoint presentations, and reports, on behalf of the Director of IA and Executive Director
- Coordinate prospect meetings for Director of IA
- Draft, produce, and distribute Department mailings (direct mail and other), broadcast e-mails, marketing/fund-raising publications, etc.
- Maintain donor communications calendar
- Brainstorm ideas to expand our outreach
- Prepare fundraising reports and donor reports for the Director of IA and Executive Director
- Manage with the assistance of the Director of IA preparation for board meetings including: managing attendance, collating materials, arranging logistics, room & AV set-up.
- Managing a social media schedule for the alumni and parent community
- Maintain communication with University partners (including Penn Parents)

**Special projects/events:**

- Help plan and execute events related to Penn Hillel's Centennial
- Coordinate all aspects of Move-In Reception, Family Weekend and Alumni/Graduation Weekend.
- Manage booth at Penn Fair for Homecoming & Alumni Weekend
- Work closely with the Associate Executive Director to roll out events, programs, and outreach for young alumni.
- Coordinate with the Associate Executive Director to oversee the Young Alumni Giving Campaign and the Senior Legacy Campaign.

**What you will get out of it:**

- Competitive salary in the non-profit marketplace.
- Hillel offers a comprehensive benefits package, including health insurance, Group Supplemental Retirement Annuity, pension plan, life insurance, Long Term Disability, Flexible Spending Plan, generous vacation/sick time, and parental leave
- Great professional development, mentoring, and skill-building opportunities

**About Penn Hillel:**

Penn Hillel is an exciting, fast-paced, intellectually rigorous work environment. We are a high energy, dedicated team of professionals committed to enriching the Jewish experience of our students. Serving as the platform and umbrella for Jewish Life on Campus, Penn Hillel is affiliated with Hillel International. Hillel International enriches the lives of Jewish students so that they may enrich the Jewish people and the world, and envisions a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel.

**About Hillel International:**

In 1923, Rabbi Benjamin Frankel started Hillel with humble means, a noble mission and a breathtaking vision: to convey Jewish civilization to a new generation. Today, Hillel International continues to enrich the lives of Jewish students and is the largest Jewish campus organization in the world at more than 550 colleges and universities across North America and around the world. As Hillel evolves as an organization, the mission remains steadfast: to create lasting connections with every Jewish student that foster an enduring commitment to Jewish life, learning, and Israel and train them to become the next Jewish leaders.