

## Job Description – May 2024

**Job Title:** Membership and Philanthropy (Development) Assistant  
**Reports to:** Executive Director (ED)  
**Hours:** Full-Time



### **Position Summary:**

The individual must be able to work independently, yet ask the right questions, have the ability to multi-task and handle varied responsibilities, be able to work well with staff and lay leaders, be comfortable in the use of databases, be effective and engaging with prospective members and congregants, be facile with details including the administration of philanthropic events.

### **Our organization:**

Congregation Rodeph Shalom is a vibrant, diverse, and inclusive Reform community in center city Philadelphia. It has grown to become the largest Jewish congregation in the region. It is a fast-paced, mission-driven workplace, and welcomes employees who strive for excellence.

The congregational vision is to awaken our human spirit to the possibilities within and between us. We create a Jewish community of profound connections through transformative study, prayer, and urban engagement. Standing on the shoulders of our historic congregation's founders, we dedicate ourselves to ensuring the future of the Jewish people.

Through the above lens, this individual will ensure that all work activities are in alignment with its vision, thus helping RS to realize its full potential as a sacred community.

### **Specific Responsibilities**

- Provide support to track membership trends as well as budget tracking, working in partnership with membership affiliate (connection) groups.
- With the oversight of the Membership Manager:
  - Implement and coordinate mitzvah meals, readerS, ambassadorS, additional engagement group activities; execute community-wide events.
  - Coordinate oversight of congregational outreach during Passover (Connectors Calls).
  - Contribute to and manage the execution of membership material.
  - Provide ad hoc support for Membership Manager.
- Communicate information to accounting regarding the annual membership dues process in the Salesforce (SF) database.
- Participate in the development of annual giving themes.
- Provide philanthropic support, schedule meetings, prepare invitations, respond to inquiries, and generate expressions of gratitude.
  - Create and maintain development activity in SF database.
  - Produce materials, under direction of the Philanthropy Manager, for paper and electronic temple-wide campaigns.
  - Schedule prospective donor meetings including emails and follow-up calls. Manage logistics including meeting reservations, confirmation emails, reminders, sending out materials.
  - Follow-up on donor meetings, thank donors; address actions promised at meetings.
  - Update donor file with record of the meeting and next steps, track important dates.

- Execute annual philanthropy-related events including a) fund-raising events, requiring coordination with congregant volunteers; b) volunteer cultivation events and c) gratitude events for donors.
- Support activities of a recently concluded endowment campaign, in partnership with the PM.
- Work with Communication Manager to 1) create philanthropy materials (electronic & hard copies) and 2) use a philanthropic perspective in RS communications to grow awareness and engagement with philanthropy as well as to acknowledge donors.
- Maintain fundraising budget and track information including revenue, expenses, post-event analysis.
- Input philanthropy-related data into SF.

**Specific Qualifications:**

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| <ul style="list-style-type: none"> <li>▪ 4-yr degree</li> <li>▪ Proficiency in MS Office (Word, Excel, Outlook, PowerPoint)</li> <li>▪ Ability to work well and collaborate with staff, lay leadership and volunteers</li> <li>▪ Excellent attention to detail</li> <li>▪ Ability to communicate effectively with others including writing and speaking</li> <li>▪ Ability to manage multiple priorities</li> </ul> | <ul style="list-style-type: none"> <li>▪ Ability to work both cooperatively and independently</li> <li>▪ Strong organizational skills</li> <li>▪ Professional and friendly attitude</li> <li>▪ Requires an enthusiastic attitude for positive interaction with members</li> <li>▪ Knowledge of and experience with the LGBTQ community, and sensitivity to all elements of inclusion and diversity</li> </ul> |
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**Salary & Benefits**

- Compensation of \$45-50K, commensurate with experience
- 403(B) contribution at 6% of compensation after one year (employee match not required)
- Medical insurance and Health Savings Account, paid by employer
- Paid time off, based on tenure with the organization
- Schedule: 8:30 am – 5 pm with flexibility to provide assistance for occasional nights and/or weekends

**Other**

- Passion for our mission-driven organization with aptitude and enthusiasm for executional excellence.
- Prior not-for-profit work a plus. Familiarity with Salesforce and Adobe Suite (InDesign) is desirable.
- Flexible schedule to accommodate supporting event needs (some evenings and/or weekends.)

Send resume and cover letter to: Jeffrey Katz, Executive Director at [jkatz@rodephshalom.org](mailto:jkatz@rodephshalom.org).