**Position Title**: Fund Development Assistant

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full-time (37.5 hours per week), non-exempt

**Standardized Benefits**:Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Position Overview**

The Fund Development Assistant is an integral member of the dynamic ten-person Fund Development Team, which works out of the state-of-the art Joan & Irwin Jacobs Campus to raise the funds needed to meet the needs of more than 20,000 clients who receive life-changing services from JFS each year.

This position provides administrative support for activities related to the agency’s Annual Campaign, Institutional Giving, special events, and Government Relations.

The Fund Development Assistant uses exceptional interpersonal communication and organizational skills to contribute to the achievement of JFS’s fundraising goals in a fast-paced, goal-oriented, and supportive setting.

**Job Responsibilities**

* Committee and staff meeting support for the Development and Public Affairs Committees, including: set-up for meeting, scheduling, gathering and disseminating documents, and taking notes
* Administrative support and registration responsibilities for donor cultivation events, annual gala, and annual golf tournament
* General clerical support including meeting scheduling, coordinating travel, and ordering supplies
* Process credit card donations as needed,
* Respond efficiently to calls from donors, volunteers, and staff, in a professional and friendly manner,
* Support donor relations projects as needed,
* Organize and maintaining records, files, and other materials
* Assist with bulk mailings

**Requirements and Qualifications**

The ideal candidate will have or be:

* At least three years’ experience providing administrative support
* Excellent time management, and customer relations skills
* Ability to handle diverse and time sensitive assignments
* Highly proficient in Microsoft Office Word, Excel, Outlook, and PowerPoint
* Excellent written, verbal and interpersonal communication skills, including the ability to convey information clearly to a wide audience
* Donor-focused approach in both spoken and written interactions
* Ability to learn cloud-based document sharing software quickly (SharePoint)
* Excellent organizational and problem-solving skills, with the ability to manage multiple and shifting priorities and projects
* Quick data entry skills balanced with strong accuracy and attention to detail
* Ability to maintain confidentiality regarding sensitive donor information
* Excellent attention to detail and follow through with an emphasis on accuracy
* Event planning experience
* Previous non-profit experience preferred

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to Resume4321@JFSSD.org. Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service of San Diego**  
Jewish Family Service is a client-centered, impact-driven organization working to build a stronger, healthier, more resilient San Diego.

Since 1918, JFS has been a trusted community resource for individuals and families in times of need. Our wide range of integrated services ***Empower Individuals & Families to Move Toward Self-Sufficiency, Support Aging With Dignity,*** and ***Foster Community Connection & Engagement*** throughout San Diego County and the Coachella Valley. JFS provides essential services to people regardless of religion, race, color, ethnicity, national origin, ability, gender identity/expression, or sexual orientation.

Many people first turn to JFS with a specific need, like hunger. That first contact often leads to a wide range of integrated services that address their financial, social, emotional, physical, and spiritual health. In partnership with our community of clients and supporters, we’re **Moving Forward Together**.

Jewish Family Service is a 501(c)(3) nonprofit and nonsectarian human service agency and an equal opportunity employer. To learn more, visit [www.jfssd.org](http://www.jfssd.org).