

## Development Associate

The Jewish Community Alliance is a 20,000-square-foot facility built in 2017. With hundreds of members and thousands of clients and visitors each year, the J is open to all in Southern Maine. We offer a robust program of events ranging from arts & culture to wellness to children & family. Our preschool serves children from six weeks to pre-K. Additionally, we offer after-school care for elementary-aged children and serve over 300 campers per summer at Center Day Camp in Windham. As a Jewish Federation, we raise and distribute funds to support our community locally, in Israel, and around the world. Through Jewish Family Services, we run a diaper bank and essentials pantry, supporting thousands of Maine families each year. Most importantly, we help to foster a sense of community and acceptance for all in Southern Maine. We invite you to join us – you are welcome at the J!

The JCA is hiring a full-time **Development Associate**. We are looking for someone who is skilled, proactive, and passionate to join our growing and vibrant community.

The J is the town square of Jewish life in Southern Maine. Guided by values rooted in Jewish tradition, we are open to all people of all ages. Everyone belongs, while some may choose to formally join. As our community continues to grow, we are seeking to build community through innovative Jewish programming. The J practices radical inclusivity and is a safe, non-judgmental space for all.

### Key responsibilities

- Database (NeonCRM) management and maintenance.
  - Process contributions.
  - Generate acknowledgement letters/tax receipts.
  - Produce giving, stewardship, engagement, pipeline, and mailing reports.
  - Maintain data (merge duplicates, update contact information, etc.).
- Campaign strategy/execution. Partner with the chief development officer and marketing team to create fundraising appeals and campaigns.
- Donor stewardship. Basic maintenance of donor relationships.
- Event planning. Oversee planning and execution of stewardship events (Major Donor Mingle, Tropical Trivia, etc.).
- Community relations. Act as liaison to affinity groups (Rimon Jewish Women's Group, Young Jewish Professionals, etc.).
- Other duties and special projects as assigned, such as assistance with grant writing.

### Minimum qualifications

- 3+ years of administrative experience, preferably within the nonprofit field.
- CRM experience (preferably NeonCRM) and PC literacy with strong competency in all Microsoft Office Suite programs. Adobe Creative Suite experience a plus.
- Availability for occasional night and weekend events/meetings.
- Excellent interpersonal, verbal, and written communication skills.
- Commitment to keeping confidentiality.
- Attention to detail and organizational skills for handling multiple tasks in a fast-paced environment.
- Ability to communicate confidently and professionally with colleagues, donors, lay leaders, prospects, and vendors.
- Willingness to pitch in as a friendly and flexible team player.
- Familiarity with the Jewish lifecycle, holidays, and traditions preferred.

**Salary and benefits**

\$50K-\$60K. The JCA offers a competitive benefits package that includes generous programmatic discounts, 13 federal holidays and up to 10 Jewish holidays off each year, employer-provided dental insurance and long-and short-term disability coverage, as well as approximately 90% of individual health insurance, and a 401(k)-retirement plan.

**To apply**

Please send a resume, cover letter, and one writing sample to Ashley Inbar, Chief Development Officer, [ainbar@mainejewish.org](mailto:ainbar@mainejewish.org). Only qualified candidates will be contacted. No phone calls please.