



# Development Associate

Hillel of San Diego

## Role Overview

Are you a people person who also loves data? Do you have an eye for detail, a creative flair, and a passion for fundraising and marketing? Do you have a deep love for the Jewish community and a talent for creating moments that inspire people? Make your mark on the Jewish future by joining Hillel of San Diego as the Development Associate.

## What You'll Do

- Provide administrative support for the Director of Development to execute fundraising strategies.
- Organize and help execute the annual fundraising events including (but not limited to) Family Weekend events, quarterly Alumni events, and the Annual Meeting.
- Administer multichannel solicitation campaigns (ex: High Holidays campaign, San Diego Gives, Giving Tuesday, and Hillel Global Giving Week) including execution of strategy, preparation of mailings/emails, organization of mailing list(s), texting campaigns, student callers, and appropriate follow-up.
- Steward and grow a portfolio of monthly recurring gift donors.
- Provide exceptional communication to parents, alumni, and community supporters of Hillel of San Diego through letter-writing campaigns, thank-a-thons, and social media.
- Lead the management of Little Green Light (LGL), our donor management system. Process donations, generate reports, and ensure that data is consistently accurate.

## On a Day-to-Day Basis, You Will

- Manage LGL, our development database through data entry and gift processing, record creation, and reporting.
- Produce pledge and gift acknowledgments (letters and emails) to individual donors and foundations.
- Manage multi-channel solicitations, including the preparation and production of digital campaigns.



- Mentor and oversee the work of Hillel student leaders on fundraising initiatives, including recruiting, training, and mobilizing students to partner in Hillel's development efforts.
- Build partnerships with corporate sponsors.
- Develop and promote a culture of philanthropy throughout Hillel, including creativity, teamwork, accountability, and continuous improvement.
- Support the Director of Development in managing organizational processes, including budget tracking, communications, marketing, and development strategy

## What You've Accomplished and What You Bring to the Job

- 1 - 3 years in fundraising, marketing, and event planning recommended.
- Bachelor's degree preferred.
- Experience with software like Canva, Little Green Light, Wufoo, and/or other donor database systems.
- Excellent communication skills via writing, phone, and on social media.
- An understanding of marketing and fundraising best practices.
- Experience with event planning and execution.
- A strong attention to detail.
- Proficient in GSuite and Microsoft Office (particularly Excel).
- Strong customer service skills.
- Ability to work independently and collaboratively
- Success managing competing priorities

## What You'll Receive

- Competitive salary in the nonprofit marketplace. The salary range for this role is \$50,000 - \$68,000 commensurate with experience
- A comprehensive benefits package, including health insurance, retirement plan, Life, AD&D and Long Term Disability (LTD) insurances, Flexible Spending accounts, generous vacation/sick time, and parental leave.
- Great professional development, mentoring, and skill-building opportunities
- Travel regionally
- Plenty of Hillel of San Diego swag



## About Hillel of San Diego

Why Hillel of San Diego:

San Diego is not just the cooler sister to L.A. and it's not just filled with beach bums. America's finest city is home to a vibrant Jewish community with an entrepreneurial spirit. We are leaders in tech, social justice superheroes, and just a lot of really nice and welcoming down-to-earth people. Hillel of San Diego is a decades-old leader in Jewish life locally with a start-up mentality. Constantly seeking to better the way we reach students in creative and innovative ways, we are a small but mighty team of Jewish professionals who genuinely love the work. We serve four different campuses but operate as one cohesive team—always seeking opportunities to collaborate and connect. We laugh a lot, work hard to deliver the best quality experiences, and in our spare time we take long walks on the beach and play with puppies.

Hillel of San Diego is affiliated with Hillel International. Hillel International enriches the lives of Jewish students so 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.