



**MILWAUKEE**  
JEWISH FEDERATION

## JOB DESCRIPTION

### DEVELOPMENT COORDINATOR

**Department:** Financial Resource Development

**FLSA Status:** Exempt

**Starting Salary:** \$50,000 - 60,000

**Reports to:** Chief Development Officer

**Work Status:** Full time

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#### About the Organization

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more about the Milwaukee Jewish Federation at <https://www.milwaukeejewish.org/>.

#### Summary

Are you curious about the world of philanthropy? Passionate about helping to make the world a better place? The Milwaukee Jewish Federation is looking for a highly organized self-starter to provide departmental coordination and support for our Chief Development Officer (CDO) and Financial Resource Development (FRD) team. This role blends a high level of professionalism and customer service with superior administrative and organizational skills. Our ideal candidate is comfortable with technology, has strong communication skills, and is a champion multi-tasker. They will have the opportunity to coordinate and contribute to a variety of projects, including fundraising campaigns, donor engagement and stewardship, and major events, learning about fundraising and development from top to bottom while working in a dynamic and supportive environment.

#### Essential Functions

##### *Coordination of Departmental Activities*

- Work closely and effectively to keep the CDO well informed and prepared for upcoming commitments and responsibilities.
- Prepare correspondence to internal and external stakeholders, including emails, campaign mailings, quarterly statements, tribute letters, etc.
- Prepare materials for meetings, events, and volunteer training activities, including agendas and presentations.
- Coordinate meetings with volunteer leaders, partners and donors, including calendaring, taking notes, and following up on action items.
- Manage annual campaign volunteers, including coordinating meetings, preparing correspondence and materials, tracking assignments, etc.
- Maintain donor information in CRM database and prepare reports as needed.
- Maintain the annual campaign calendar and department files.
- Coordinate with Marketing to ensure FRD supplies are kept appropriately stocked.

### *Donor Engagement & Portfolio Management*

- Manage relationships with an assigned portfolio of donors, including cultivating, stewarding and soliciting annual campaign contributions.
- Research potential new donors and affinity group members and prepare dossiers to support engagement meetings.
- Assist in planning and organizing events designed to engage and educate current and prospective affinity group members.
- Evaluate and analyze performance impact of events on donor engagement and gifts.

### *Additional Responsibilities*

- Assist the Events Manager with event logistics, including planning, setup and cleanup, as needed.
- Collaborate with the organization's administrative staff to develop and execute administrative support process improvements.
- Perform other duties as assigned.

### **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Required Experience and Skills**

- Bachelor's degree or combination of education and relevant experience
- Minimum of three years' administrative support or project management experience; fundraising experience a plus
- Familiarity with and respect for Jewish community and culture
- Exceptional organizational skills and ability to multitask and manage shifting priorities
- Extremely accurate with above average attention to detail
- Strong interpersonal skills and the ability to comfortably interact with all types of personalities
- Strong written and verbal communication skills
- Customer service orientation, with ability to handle sensitive or confidential information with diplomacy and discretion
- Ability to work independently and efficiently to support various functions within the Development team
- Expert user of Microsoft Office (Outlook, Word, Excel, and Power Point)
- Proficiency with customer/donor relationship management (CRM) databases

### **Supervisory Responsibility**

This position has no supervisory responsibility

## **Hours and Benefits**

This is a full-time position, requiring a minimum of 38 hours per week. Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening and weekend hours will be required.

This position is eligible for a minimum of 15 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

## **Work Environment & Physical Demands**

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role frequently uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however occasional filing and transport of meeting materials will be required. will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

## **Equal Employment Opportunity (EEO)**

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.