



Development Assistant

Position Summary

Start Date: Immediately

Location: Chicagoland

Overview

SHALVA seeks to hire a Development Assistant to support and assist with all development activities including management of our donor database. Responsibilities include providing administrative support for fundraising events, solicitations, mailings and committee meetings. Duties also include coordinating activities, organizing materials and filing. The ideal candidate will be exceptionally organized, able to prioritize and complete multiple deadline-based tasks efficiently, with attention to detail and excellent follow through. Excellent oral and written communication skills a must.

This can be a full time or part-time position (approximately 25 hours per week, three or four days weekly). Occasional evening hours. Exact location confidential – easy commute from city and most suburbs.

SHALVA – Who We Are

Founded on the principle that every Jewish woman has the right to be safe in her personal relationship with her partner, SHALVA's mission is to support Jewish women experiencing and healing from domestic abuse through counseling, supportive services and community education.

Responsibilities

Manage Donor Database: Maintain integrity of the database and data. Create mailing and contact lists for correspondence and reports to monitor and analyze fundraising activity and effectiveness. Data entry also required.

Assist Director of Development: Provide administrative support for all fundraising events, appeals, and development activities. Tasks include preparing mailing lists, processing donor acknowledgement letters, and generating fundraising reports. Assist with stewardship activities which may include personalized mailings and phone calls.

Assist Executive Director: Assist with preparation of board meeting materials and arrangements. Help with special projects, prepare reports, and perform other administrative duties as requested.

Qualifications

- A minimum of 1 year serving in a professional administrative role.
- Proficient in donor management software with hands-on experience in DonorPerfect.
- Advanced skills in Microsoft Office, including Excel, PowerPoint, and Adobe.
- Highly organized with attention to detail and ability to manage and meet multiple and competing deadlines.
- Ability to take direction and work independently as well as collaboratively.
- Excellent communication and interpersonal skills.
- Bachelor's Degree
- Fundamental understanding of Jewish culture and traditions.
- Must complete state-required 40-hour domestic violence training after start date.

Please email resume and cover letter to: jobs@shalvacares.org