Role: Development Administration and Data Associate

Organization: Institute for Jewish Spirituality

Reports To: Chief Development Officer

About IJS

The Institute for Jewish Spirituality (IJS) is a sacred haven for nurturing the mind, body, soul, and spirit. Since 1999, we've helped countless people navigate our turbulent world by learning to slow down, reconnect with themselves, and find a greater sense of purpose—all grounded in mindfulness and the deep wisdom of Jewish tradition. From guided meditation and contemplative text study to leadership training and retreats, IJS creates opportunities to become more mindful, compassionate, and resilient—and build a more just and peaceful world together.

Summary

The Development Operations and Data Associate is primarily responsible for the accurate and timely processing of all donations, managing the donor database (DonorPerfect), and providing essential administrative and reporting support. This role ensures the integrity of our donor records, facilitates prompt donor acknowledgment, and supports data-driven strategies for fundraising growth. The ideal candidate possesses exceptional attention to detail, strong data management skills, and an interest in the mission of the Institute for Jewish Spirituality.

Key Responsibilities

- **Gift and Pledge Processing & Database Management:** Accurately process, record and track all donations (checks, Donor Advised Funds (DAF), stock gifts, and foundation grants) in DonorPerfect. This includes batch processing of gifts, ensuring correct coding and reconciliation. Act as the liaison to Donor Advised Funds.
- **Pledge Management:** Set up and maintain single and multi-year pledges in DonorPerfect. Work collaboratively with the Finance department for accurate financial reporting. Generate and issue timely pledge statements to donors.
- **Earned Revenue Data Integration**: Work with Program Operations and Finance teams to import and sync participant data from program registration platforms with donor profiles.
- **Donor Acknowledgment and Stewardship:** Oversee the entire donor acknowledgment process to ensure prompt and personal communication. This includes generating personalized acknowledgements for major donors, preparing gift lists for the CEO and Chief Development Officer, and issuing acknowledgement communication to donors

- **Online Forms:** Manage the creation and implementation of online donation and event contribution forms. Liaise with the Program Operations team as needed for collaborative events. Act as the liaison with companies that serve as IJS forms providers: Bloomerang, QGiv, DonorPerfect. Develop recommendations with Program Operations and Finance on potential vendor selection changes.
- **Sustainer Program Support:** Support the maintenance and growth of the IJS Sustainer Circle program for major donors. Manage and update Sustainer and Board of Directors Solicitation lists. Coordinate email communications to Sustainers regarding courses and events.
- **Data Reporting:** Generate accurate and timely reports for fundraising, finance, program, and strategic planning. This includes a weekly development report, weekly financial reports and other reports as needed.
- **Data Analysis and Data-Driven Practices:** Strengthen fundraising strategies through data-informed insights. Analyze DonorSearch data to identify high-value prospects within the database and assist in developing outreach strategies for connecting with them. Support the expansion of marketing efforts for the Donor Advised Fund payment option.
- **Administrative Support:** Provide ongoing administrative support to the Development team including setting up meetings and preparation for IJS Board of Directors meetings and other events.
- **Cross-Department Collaboration**: Consistently collaborate with the Finance and Program departments on financial data, IJS audit, program implementation, and other ongoing projects.
- **Donor Research**: Using Donor Search and other wealth screening tools, including AI, to research and collect information on existing donors and prospects.

Qualifications

- **Experience:** 2-5 years of experience in nonprofit development, data entry, and/or administrative support, preferably in a fundraising environment.
- **Technical Skills:**
  - **Required:** High proficiency in donor database/CRM management (experience with DonorPerfect is highly desirable but not required).
  - **Required:** Strong skills in Microsoft Excel or Google Sheets for data manipulation and report building.
  - Familiarity with online form creation tools and email marketing platforms.
  - Experience with prospect research tools (e.g., DonorSearch) is a plus.
- **Skills & Attributes:**
  - Strong Attention to Detail: A high degree of accuracy in data entry and gift processing is necessary.
  - Strong organizational and time-management skills with the ability to manage multiple projects and deadlines.
  - Excellent written and verbal communication skills for donor correspondence and internal reporting.
  - Ability to work independently, take initiative, exercise strong judgment, and handle sensitive donor information with confidentiality.

- o   Ability to work collaboratively across departments.
- o   An interest in Jewish spirituality or connection to the IJS mission.
- o   A commitment to diversity, equity, inclusion and belonging that aligns with the values of IJS.

If you are excited about this role and believe you have the skills and passion to succeed, we encourage you to apply even if you don't meet every single qualification listed. People of color, women, LGBTQ+ individuals, and people with disabilities are strongly encouraged to apply.

Salary and Benefits
The hiring range for the position is $44,000 - $65,000. Offers are determined by balancing many factors, including the candidate's skills and experience, organizational budget and priorities, and the cost of labor where the person will work.

IJS offers a competitive benefits package that includes four weeks of paid vacation, three weeks of sick time, four personal days, medical insurance with an employer contribution, and 401(k) match.

This position is remote or hybrid with preference for NYC area candidates.

To apply, please send a resume and cover letter to careers@jewishspirituality.org with "Development Associate" in the subject line.