

Role: Finance & Development Associate
Organization: Institute for Jewish Spirituality
Reports To: Senior Director of Finance and Administration and Chief Development Officer
Status: Full-Time / Non-Exempt
Location: Hybrid (2-3 days per week in-office in Rockefeller Center, NYC)
Salary Range: \$50,000 - \$60,000

About IJS

The Institute for Jewish Spirituality (IJS) is a sacred haven for nurturing the mind, body, soul, and spirit. Since 1999, we've had 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.

Position Overview

The Associate serves as a foundational role within our team, driving the essential administrative, financial, and fundraising workflows that keep our organization moving forward. The ideal candidate is eager to learn, highly organized, possesses a natural affinity for data and numbers, and is excited to channel their detail-oriented skills into IJS. This entry-level position offers an extraordinary start into nonprofit management, providing direct, hands-on exposure to development operations, basic bookkeeping, and executive administration.

Key Responsibilities

Accounts Payable & Financial Operations

- Collect and upload incoming invoices: Gather and review invoices arriving by email or through our system and attach them to the correct vendor account in our processing system (BILL.)
- Review and code invoices: Assign the invoice to the correct expense category, department and program. Flag any errors or duplicates before sending for approval.
- Route invoices for approval and maintain vendor records. Move coded invoices through the workflow, follow up as needed, and keep vendor information and tax forms up to date.
- Other finance related administrative tasks as needed.

Development Operations & Donor Relations

- Process and Record Gifts: Securely enter and track donor contributions into DonorPerfect (DP) from all streams, including physical mail, digital lockboxes, DAF and ACH transfers, stocks, and grants.
- Facilitate Monthly Reconciliation: Collaborate with the finance team to reconcile donated revenue.
- Manage Donor Acknowledgments: Generate and distribute automated thank-you emails, facilitate the automation of physical letters for donors contributing over \$500, and maintain up-to-date tracking logs for leadership's personalized outreach.
- Maintain Database Integrity: Input signed pledges and grant agreements into DonorPerfect, regularly upload registration data from free events, and perform routine database cleanups to eliminate duplicate entries.

- Support Communications Outreach: Extract targeted mailing lists and analytical reports from DonorPerfect, issue pledge invoices to donors, build digital contribution forms for active campaigns, and coordinate the distribution of the weekly Shabbat email to digital sustainers.
- Other administrative development tasks as needed.

Office Management & Administration

- Oversee Office Operations: Serve as the primary liaison to the management company for supplies or office needs, coordinate building passes for guest staff, keep the office working efficiently.
- Mail Management: Receive and distribute physical mail to the appropriate staff.
- Provide Senior Leadership Support: Manage calendar schedules for senior leadership team and board members and coordinate necessary meeting logistics.
- Support Program Operations: While this will not be the primary function of this role, as the NYC-based team, this role will also support management of our Manhattan storage unit, including shipping materials to in person programs. This role will also provide essential backup technical support for participants during online Zoom courses.
- Other support as needed.

Preferred Skills & Experience

- Demonstrated comfort working with numbers, spreadsheets, and data entry.
- Impeccable Attention to Detail: A natural affinity for organization and spotting errors before they impact the team.
- Experience with or a strong interest in and ability to quickly learn financial software (e.g., BILL,) and donor databases (e.g., DonorPerfect).
- Excellent written and verbal communication skills, with the ability to professionally interact with donors, staff, and program participants.
- A self-starter motivated to develop core skills in nonprofit fundraising operations, basic bookkeeping, and organizational administration.
- Ability to work collaboratively across departments in a fast-paced environment.
- College degree or commensurate professional experience
- An interest in Jewish spirituality or connection to the IJS mission. The candidate does not need to be Jewish.
- A commitment to diversity, equity, inclusion and belonging that aligns with the values of IJS.

At IJS we believe that diversity of backgrounds, experiences, and perspectives drives innovation and helps us build better products for our community. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We value unique voices and encourage anyone who meets the core qualifications of this role to apply, even if you don't check every single box. If you require a reasonable accommodation during the application or interview process, please let us know at careers@jewishspirituality.org so we can support you.

Rate and Benefits

The hiring range for the position is \$50,000 - \$60,000. 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. Employees are also able to participate in most of the IJS programs for free.

This position is hybrid, requiring 2-3 days a week in the New York City office (located in Rockefeller Center).

Application

In lieu of a cover letter, please use the link below to answer each of the following questions in 200 words or less:

- Why do you want to work at the Institute for Jewish Spirituality? What is your background in Jewish spirituality?
- What excites you most about this position?
- Describe a time when you found an error in your own work after you thought you were done. Tell us what the error was and describe how you found it.

In the form you will also have an opportunity to upload your resume. Please submit your application by using this [link](#).