



## **JOB ANNOUNCEMENT**

### **Development Assistant**

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21<sup>st</sup> century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York, NY and Falls Village, CT, and have offices in San Francisco, San Diego, Boulder, Denver, and Philadelphia.

Hazon is seeking a Development Assistant to support the work of the Financial Resource Development (FRD) department. The ideal candidate will be a focused, independent individual looking to gain experience in fundraising, research, and non-profits and is able to work 40 hours per week, starting the beginning of January 2015. We offer strong mentorship, an exciting, flexible work environment, the opportunity to learn about many facets of nonprofit development, and participation in Hazon events, which is strongly encouraged. We are housed in a shared office space with other innovative non-profit Jewish organizations.

This position is based in New York, NY.

### **Responsibilities**

We are seeking a team player with an interesting mix of skills, interests and temperaments; and an incredible amount of energy and enthusiasm.

Responsibilities include:

- **Manage Acknowledgement System:** Includes creating, editing, and running weekly donor reports from our Salesforce database; mail-merging and sending acknowledgement letters
- **Database Management:** Using Salesforce, the Development Assistant will be responsible for creating fundraising reports and other database management functions; assisting with stewardship reporting for lay leaders and regional staff
- **Research:** Prospective foundations and individual donors using online research tools; tracking progress of prospective donors
- **Institutional Relationships:** Supporting staff in systems management relating to grants, involving updating and maintaining documents on the server and in the database; also assisting with preparation of grant proposals.
- **General Office Admin:** Preparing monthly department reporting; digitizing records; maintaining external profiles of the organization and press listings

**Job Requirements:**

- **Extremely** computer-literate including databases (Salesforce highly preferred), MS Office (specifically Excel), Adobe (Acrobat, Photoshop a plus), and Wordpress
- Excellent oral and written communications skills, including friendly, professional manner on the phone and in person.
- Excellent attention to detail, including donor communications and database reporting.
- Demonstrated ability to multitask, prioritize, and communicate clearly on multiple projects
- Passionate about our mission – renewing Jewish life and helping to create a healthier and more sustainable world for all.

**Education and Experience:**

- Education Requirements: Bachelor's degree or equivalent
- Years of experience: At least one year of similar experience preferred but not required

**How to Apply:**

Email a resume and thoughtful but brief cover letter to **jobs@hazon.org**, with the subject line "**FRD-Development Assistant Position.**"

Your cover letter should outline how your skills and experience meet the qualifications of the position and state how you heard about this opportunity. Resume and cover letter should be in Word format.

Applications will be reviewed on a rolling basis until the position is filled; please apply expeditiously.

Hazon offers a full benefits package and generous vacation policy.

Hazon is an equal opportunity employer.