



### **Development Associate**

Hazon, the largest faith-based environmental organization in the United States, is leading a movement to deeply weave sustainability into the fabric of Jewish life. We aim for this work to strengthen and transform Jewish institutions and communities in order to build a healthier, more sustainable, and more equitable world for all.

The Development Associate will support the goals of the Development department, primarily focusing on managing and supporting work within grant proposals and reports. This role requires someone who can thrive in a fast-paced environment, but is also able to create systems and processes that make the day-to-day work of fundraising and grant management run more smoothly and with planning and forethought. This full-time position will report to the Associate Director of Development. The ideal candidate will be local to Baltimore, MD, but can be remote in the U.S. with travel necessary for staff related gatherings.

#### **Responsibilities:**

- Support individual donor and foundation relations by researching prospective new donors and creating profiles and coordinating stewardship cultivation of donors.
- Manage and update donor and foundation records in Salesforce; run reports through Salesforce to track and manage donations from individuals and institutions.
- Support Hazon's fiscal sponsees program including financial reporting and administrative work.
- Draft and send Hazon's acknowledgement letters.
- Work with the Finance team to record donations and pledges.
- Ensuring that staff are prepared for meetings with foundations and individual donors.
- Updating monthly donor credit cards for failed donations.
- Contribute to the mission and vision of Hazon.

#### **Qualifications:**

- Commitment to donor and participant support; strong and polite communication skills with Hazon stakeholders.
- Bachelor's Degree and minimum 1-2 years of experience working with fundraising and/or in a nonprofit environment.
- A high-level of confidence conducting work with various platforms including: gmail, Google drive, video conferencing using Google and Zoom, conference call set-up, Salesforce, Doodle, SurveyMonkey, and Wordpress.
- Demonstrated ability to work in a team as well as take initiative, and manage up.

- A high-degree of organization skills, extremely detail-oriented and able to keep multiple pieces moving forward.
- Flexible work-style with ability to manage several responsibilities and competing priorities at one time.
- Tact, diplomacy, discretion, and professionalism. Responsibilities involve exposure to sensitive information and require confidentiality.
- A can-do attitude, sense of humor, and grace under pressure.

## **How to Apply**

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To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with "Development Associate" in the subject line. Applications will be reviewed on a rolling basis.

Salary will be \$45,000-\$50,000, depending upon experience, including a competitive benefits package.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.