

## Development Operations Manager Job Description

<b>Position:</b>	Development Operations Manager
<b>Reports to:</b>	National Director of Development
<b>Start Date:</b>	Immediately
<b>Location:</b>	Washington, DC or New York City

### Position Summary:

The Development Operations Manager will be a part of an exciting, fast-growing non-profit organization. The Development Operations Manager will work as part of a dynamic fundraising team to manage and optimize the operations that are crucial to a thriving development operation. As part of this team in Washington, DC or NYC, he or she will also help with writing and producing related development materials. This position reports directly to the National Director of Development.

### Job Responsibilities Include:

- Managing all operational aspects of development department and overseeing the work of a two person team
- Overseeing systems for prospecting, research, and pipeline development
- Tracking foundation proposals and reports and supplementary materials to ensure that necessary internal and external deadline are met for institutional funding
- Creating and tailoring financial reports into formats requested by foundations
- Maintaining content and data for all development materials including direct mail appeal, campaign-specific and project specific solicitation materials and maintaining folder of most relevant and persuasive materials for use by regional fundraisers
- Working with regional fundraisers to support their operational needs

Applicants should have at least two to three years of professional experience in a development office. The ideal candidate will also have experience managing data-driven work. He or she will be highly intelligent, motivated and communicative.

### **Desired Skills, Characteristics and Experience:**

We are seeking candidates who are **highly organized** and **team oriented**. Experience supporting a large remote team is a plus. You should have:

- Minimum of 2-3 years experience in nonprofit fundraising
- High level of organization, and the ability to prioritize multiple tasks and deadlines
- Eagerness to work collaboratively in a fast-paced, team-oriented, and goal-driven environment
- Ability to meet deadlines independently and manage time effectively
- Excellent editing and proofreading skills
- Mastery of Microsoft Office, particularly Excel
- Strong experience with database operations
- Strong writing skills preferred
- A commitment to J Street's pro-Israel/pro-peace mission
- A basic understanding of Jewish culture and Jewish communal politics is preferred

### **Compensation and Hours:**

Salary for this position will be commensurate with skills and experience. Applicants with more significant experience will be considered and the position can be adapted to provide greater responsibility commensurate with their background. Duties may fluctuate based on J Street events and staff travel schedules. Benefits include paid vacation and sick leave, paid time off on federal and Jewish holidays, health and dental insurance, company paid life insurance, 401k and flexible spending account.

### **To Apply for the Position:**

This position is available immediately. Interested candidates should submit by e-mail: 1) cover letter that explains why you are interested and qualified; 2) resume; 3) list of three references; and 4) a writing sample to [resumes@jstreet.org](mailto:resumes@jstreet.org) and indicate "Development Manager" in the subject line.

*J Street is an Equal Opportunity Employer.*

### **About the Organization:**

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic, and the national home of the Jewish people. Working in American politics and the Jewish community, we advocate policies that advance shared US and Israeli interests, as well as Jewish and democratic values, leading to a two-state solution to the Israeli- Palestinian conflict.

As Americans, we advocate in Washington and in national politics for American policy that advances diplomatic resolution of Israel's conflicts with its neighbors. American policy plays an important role in the Middle East, and the choices of Jewish and other pro-Israel Americans are critical to shaping that policy. Through its advocacy and political work, J Street mobilizes support for American policy that helps resolve Israel's conflicts diplomatically and reshapes political perceptions of what it means to be pro-Israel.

Within the American Jewish community, we advocate that our institutions and leaders ground our relationship with Israel in the same values they apply to other issues, including freedom, justice, and peace - the very principles set forth in Israel's Declaration of Independence. We urge Jewish communal officials and institutions to demonstrate leadership by speaking out in support of policies that align with our interests and values and against those that don't. We also promote vibrant and respectful discourse about Israel within the Jewish community, expanding American connections to and support for Israel.

The organization is headquartered in Washington, DC with 6 regional hubs around the country as well as an office in Tel Aviv. The J Street family of organizations includes J Street - a 501(c)(4) nonprofit which is responsible for lobbying and advocacy; JStreetPAC - a federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund - a 501(c)(3) that works through community engagement, education, and programming to advance J Street's work.