



Position Title: Closeout Fellow
Reports to: Development Associate
Location: Washington, DC

Position:

J Street is seeking a fellow for its development department in our Washington, DC Headquarters to help with its end of year fundraising campaign. This is an ideal fellowship for applicants who want to gain knowledge about the non-profit and political fundraising world in a fast-paced and highly-engaged advocacy organization. The J Street development department raises the operational budget of J Street and the J Street Education Fund (\$8 million per year) as well as the political campaign contributions to congressional candidates through JStreetPAC (over \$3.6 million in the 2016 election cycle).

A good applicant should have:

- Undergraduate or recent graduate standing
- Excellent written and oral communication skills
- An ability to work independently and stay well organized
- Commitment to J Street's mission
- An ability to multi-task and be detail-oriented
- Database experience is preferred but not required

Examples of responsibilities include but are not limited to:

- Assisting with donor relations via email and over the phone
- Assisting the Development operations staff with gift processing and producing donor acknowledgements
- Providing assistance with other tasks as needed

Compensation and Time Commitment

This is a paid fellowship (\$12/hour) with flexible hours for December-early January 2018.