



**Position Title:** Development Assistant  
**Reports to:** Development Operations Manager  
**Location:** Washington, DC  
**Start Date:** Immediate

### Position

The Development Assistant will be responsible for all donation processing, donor-data entry, routine fundraising reports, personalized donor receipts, including all gift acknowledgements. The Development Assistant will also help to maintain the department's development database, assist in prospect research, as well as provide administrative support for fundraising events as needed.

The position will work closely with the Development Operations Manager and National Director of Development to ensure the highest quality donation-tracking and acknowledgement systems are in place to enable the rapid expansion of J Street's donor base.

### Responsibilities

- Manage and coordinate the data entry and tracking of all asks, pledges, and outstanding payments.
- Process all contributions to J Street in an accurate and timely manner.
- Manage and coordinate the gift-acknowledgement process.
- Provide maximum administrative and technical support to regional team members.
- Provide necessary reports and data on ad-hoc basis to both central operations as well as regional team members.

### Desired Skills and Characteristics

Competitive candidates will be highly organized, motivated and communicative, and will have some experience working with various database and donor-communications systems. The ideal candidate will have some professional development-office experience, including database management, in a medium (\$2 million) to large size (\$20 million) non-profit.

The ideal candidate will also possess the following attributes:

- Highly organized with meticulous attention to detail;
- Strong Microsoft Excel background and quantitative background;
- Ability to prioritize multiple tasks and meet numerous deadlines;
- Eager to work collaboratively in a fast-paced, team-oriented, and goal-driven environment;
- Flexibility adapting to a developing organizational structure;
- Excellent editing, and proofreading skills;
- Experience with multiple database platforms as well as some experience with basic information design and reporting;
- Some event-planning experience preferred;
- A strong commitment to J Street's pro-Israel/pro-peace mission.

### **Salary and Benefits**

Salary for this full-time position will be commensurate with qualifications and experience. Benefits include paid vacation and sick leave, paid time off on many federal and Jewish holidays, health and dental insurance, company-paid life insurance, a 401k program and a flexible spending account.

### **To Apply**

Please submit the three below items by e-mail to [resumes@jstreet.org](mailto:resumes@jstreet.org) and indicate "Development Assistant" in the subject line:

1. Cover Letter:  
In one page, please explain why you are interested in the position and describe (in detail) your relevant experiences and skill sets per the job responsibilities and job qualifications outlined above.
2. Resume
3. List of Three References

This position is available immediately. Applications are being accepted immediately and the position will be filled as quickly as possible.

*J Street is an Equal Opportunity Employer.*

### Organization Description

J Street is the political home for pro-Israel, pro-peace Americans working for the future of Israel as the democratic homeland of the Jewish people. The organization believes that preserving Israel's Jewish and democratic character depends on achieving a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Launched in 2008 with four staff members and a limited budget, J Street is now a \$10 million organization with a national staff of 70. The organization is headquartered in Washington, DC, and employs staff in Boston, Chicago, Denver, Los Angeles, New York, the San Francisco Bay Area, and Tel Aviv.

J Street focuses its work in three main areas: (1) Advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media and the Jewish community; (2) Endorsing and raising money for federal candidates who share J Street's agenda; and (3) Educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

The J Street family of organizations is comprised of: J Street, a 501(c)(4) organization and registered lobby that seeks to complement the work of existing organizations and individuals that share J Street's agenda through lobbying and advocacy efforts.

JStreetPAC, the largest pro-Israel political action committee in the US and the first PAC formed to endorse and raise money for federal candidates who champion pro-Israel, pro-peace policies, including a two-state solution. In 2016, JStreetPAC distributed a record high of \$3.6 million to 124 endorsed candidates.

The J Street Education Fund (JSEF), a legally independent 501(c)(3) organization that works to open up the conversation on Israel in the American Jewish community, educate Americans and elected officials about the urgent need for a two-state solution and organize Americans in support of active US leadership to achieve this objective. JSEF's operations include its national field, J Street U, rabbinic and educational programs.