



**Position:** Grants and Marketing Associate  
**Reports to:** Development Operations Manager  
**Location:** Washington, DC  
**Start date:** Immediately

### Position

Have you been called a gifted writer? Do you have a knack for telling stories that compel people to take action? J Street seeks a talented writer who can make the case for donating to J Street to a range of target audiences, including foundations, major donors and general supporters.

J Street is working at the intersection of politics, Middle East policy, and the Jewish community. This position would be at the center of telling that story to donors and lay leaders. Working with our development, communications and field teams this position will be asked to churn out high-quality, impactful content for everyday use. You will be the internal investigator seeking the best stories from across the organization to turn them into effective fundraising appeals to major donors, foundations and general supporters.

### Responsibilities

The Grants and Marketing Associate (Associate) is part of a dynamic team increasing major giving to the organization. The Associate will bear primary responsibility for writing proposals and reports for foundations, managing the grants process and creating marketing materials. Specific responsibilities of this position include:

- Write compelling content for all development materials including:
  - Foundation proposals, reports and letters of inquiry;
  - Direct mail appeals;
  - Campaign-specific and project-specific summaries and solicitation materials in partnership with relevant departments;
  - Variety of donor communications including brochures, thank you letters;
  - Other relevant and persuasive content for use by regional fundraisers.
- Collaborate with other departments to produce materials that tell the story of J Street's work to outside audiences in a compelling, impact-oriented way;
- Track foundation proposals and reports and supplementary materials to ensure that necessary internal and external deadline are met for institutional funding;
- Research prospective foundation funders for funding viability;
- Working with the Director of Events and Marketing to manage the design, creation and updating of a range of marketing materials that tell a compelling story through words, images and graphics.

### Required and Desired Skills and Characteristics

Applicants should have the following required skills and characteristics:

- Strong writing and oral communication skills with a background in fundraising and development
- A strong commitment to J Street's mission, including:
  - Support for a secure, Jewish and democratic future for Israel, and
  - Advocating an active US leadership role to help achieve a two-state solution
- A self-starter who is able to work independently and as part of a team
- An outgoing and positive attitude
- Strong project and time management skills with the ability to juggle many projects at the same time
- Experience or familiarity with the foundation proposal and report process and format;
- Highly organized and detail oriented

Additional desired qualifications include:

- Experience in creating products that have graphic and image elements (ie not just written content); graphic design experience a plus;
- Prior work in the Jewish community;
- Background on the Israeli-Palestinian conflict and understanding of how the conflict plays out in American politics

### **More about J Street**

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 and a limited budget, J Street is now a \$9 million organization with a national staff of more than 60. The organization is headquartered in Washington, DC, employing staff in 8 cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver 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.

### **Compensation and Hours**

Salary for this full-time position will be commensurate with qualifications and experience. Hours and duties may fluctuate based on J Street event 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**

Interested candidates should submit by e-mail: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to [resumes@jstreet.org](mailto:resumes@jstreet.org) and indicate “Grants and Marketing Associate” in the subject line.

*J Street is an Equal Opportunity Employer.*