



Position Title: Development Fellow
Reports To: Development Assistant
Start Date: October or November of 2018
End Date: January of 2019
Location: Washington DC
Hours per week: 10/15
Compensation: Hourly wage

Position

J Street is seeking a fellow for its development department in our Washington, DC headquarters. This is an ideal position 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). Working with the development team allows fellows to touch on every aspect of J Street's work from the communal to the political while learning valuable, transferable skills in research, database management, and donor relations.

Responsibilities can include:

- Managing a long-term development project relevant to the fellow's interest
- Assist the Development Assistant with database administration and data entry
- Researching prospective donors
- Helping the Development Assistant with small-dollar fundraising strategy and analysis of J Street's direct mail program
- Assisting with donor relations via email and over the phone
- Providing assistance with other tasks as needed

Desired Skills and Characteristics:

- 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
- Experience doing prospect research is preferred but not required

- Knowledge of Jewish communal politics is preferring but not required
- Knowledge of the politics of the Israeli-Palestinian conflict and the region is preferred but not required

Organization

J Street is the political home for pro-Israel, pro-peace Americans fighting for the future of Israel as the democratic homeland of the Jewish people. We believe that Israel's Jewish and democratic character depend on a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Rooted in our commitment to Jewish and democratic values, J Street is redefining what it means to be pro-Israel in America. We are changing the U.S. political dynamics around Israel by mobilizing broad support for a two-state solution because it's in Israel's and America's interest. And we are expanding support for Israel by affirming — along with many Israelis — that being pro-Israel doesn't require supporting every policy of its government.

J Street supports diplomatic solutions over military ones, including in Iran; multilateral over unilateral approaches to conflict resolution; and dialogue over confrontation with a wide range of countries and actors when conflicts do arise. For more on our policy positions, visit: www.jstreet.org/issues.

J Street advocates forcefully in the policy process, in Congress, in the media, and in the Jewish community to make sure public officials and community leaders clearly see the depth and breadth of support for our views on Middle East policy among voters and supporters in their states and districts. We seek to complement the work of existing organizations and individuals that share our agenda. In our lobbying and advocacy efforts, we enlist individual supporters of other efforts as partners.

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 who support active American leadership to bring peace and security to Israel and the Middle East; and the J Street Education Fund – a 501(c)(3) that aims to educate communities about the need for a two-state solution to the Israeli-Palestinian conflict and promote open, dynamic and spirited conversation about how to best advance the interests and future of a democratic, Jewish Israel. J Street Local, J Street's national field program and J Street U, J Street's campus movement are programs of the J Street Education Fund.

To apply:

Please send a resume and cover letter to intern@jstreet.org with "Development Fellow" in the subject line.

J Street is an equal opportunity employer