



Position: Programming and Development Coordinator

Description: The Jewish Democratic Council of America (JDCA) is seeking an experienced, committed, and dynamic Programming and Development Coordinator to support programming and fundraising operations. The Programming and Development Coordinator will serve as an integral part of the organization's professional staff, and will support the programming and development teams in the creation and management of JDCA's portfolio of virtual and in-person programs and events and the cultivation and expansion of JDCA's donor base. Applicants must be detail-oriented, creative problem solvers, possess strong written and verbal communication and organizational skills, work well independently and in a fast-paced high-pressure environment, and have both fundraising and events experience. Responsibilities include identifying and tracking donors, managing event logistics, maintaining databases, processing checks, making fundraising calls, assisting with the fundraising call-time program, and staffing programs and events. The Programming and Development Coordinator will report to the Director of Programming and Strategy, Development Director, and Chief Executive Officer (CEO).

Responsibilities: The JDCA Programming and Development Coordinator will hold day-to-day responsibilities that are vital to the organization's programming and fundraising strategy, in addition to long-term projects. Responsibilities include, but are not limited to:

- Managing the day-to-day fundraising and programming operations;
- Overseeing data management using ActBlue and NGP;
- Organizing and updating the Programming & Events Database and Master Calendar;
- Keeping track of all programming and events production timelines, relevant assets and materials, and coordinating with all relevant parties, both internally and externally, before, during, and after each event;
- Assisting in the development and execution of all in person and virtual events, including fundraisers;
- Researching topics, speakers, and partners for potential programs and events;
- Drafting memos and scripts for programs and events;
- Working with JDCA's donor community;
- Maintaining system for thank-you notes and event follow-up;
- Supporting JDCA's call-time program for CEO;
- Assisting running the tech and all behind-the-scenes coordination during virtual and in-person events;
- Updating fundraising sheets and tracking incoming donations;
- Preparing donor meeting and event materials;
- Providing key administrative and organizational support to the programming and development teams; and
- Other duties as needed.

Donor Portfolio Management

- Supporting development and execution of the fundraising plan to sustain and increase seven-figure revenue each fiscal year.
- Managing small-dollar donor program; developing creative strategies for digital fundraising, low-dollar events and email solicitations.
- Helping recruitment of new major donors and engagement of existing donors.
- Assisting with all small, mid-level, major-donor fundraising events and initiatives.

- Supporting efforts to cultivate, solicit, and manage new-gift pipelines, with an emphasis on current donors and prospective donors.
- Overseeing thank-you note process

Donor Communications

- Drafting donor-facing communications, including but not limited to general solicitations, thank-you notes, and other communications, as needed.
- Collaborating with JDCA's staff on fundraising events, meetings, social media strategies, and digital fundraising programs.

Programming and Events

- Assisting the Programming and Events team to support and manage all programs, events, and related materials.
- Handling all in-person and virtual event logistics, research, coordination, promotional material, and presentations. This includes coordinating with all speakers, VIPs, and support staff before, during, and after the events.
- Managing all program and events timelines and deliverables for multiple projects occurring simultaneously.
- Drafting memos and writing scripts for all programs and events.
- Maintaining programming and events databases, calendars, and follow-up communications.
- Assisting with the running of events, including all tech needs and behind-the-scenes coordination.

Qualifications:

- Superior attention to detail and time-management and multitasking abilities.
- 3-5 years of professional political or philanthropic fundraising experience.
- 3-5 years of professional creative or related programming and events experience.
- NGP experience is strongly preferred.
- Desire to work in a fast-paced environment.
- Commitment to the election of candidates who share Jewish and Democratic values.
- Familiarity with Democratic political actors and Jewish philanthropic community is a plus.
- Experience with Adobe Suite and/or similar software is a plus.
- Competency with virtual platforms and/or related technology required.
- Bachelor's degree required.

There is opportunity for growth and mobility in this position. The salary ranges from \$55,000-\$75,000 and is commensurate with qualifications. Generous benefits package.

TO APPLY: Send a cover letter and resume to info@jewishdems.org and note "Programming and Development Coordinator" in the subject line.