

Development & Communications Associate

Overview:

Jews United for Justice seeks a full-time Development & Communications Associate to strengthen the organization's donor base and deepen our connection with our members and the Washington area Jewish community. The ideal candidate will be extremely organized with high attention to detail, and excel at both building relationships and writing. He or she will be committed to getting results in a fast-paced environment and able to handle a heavy workload without dropping the ball. The position reports to the Executive Director.

Job Responsibilities

The Development & Communications Associate will be responsible for the following:

- Writing grant proposals and reports
- Organizing and managing events, especially JUFJ's annual 200+ person Heschel Awards
- Communicating with JUFJ base of supporters and the wider community through JUFJ's website, email newsletters, and Facebook/Twitter pages; and outreach to blogs and traditional media outlets.
- Meeting with and cultivating current and prospective donors
- Processing donations and thank you notes

Qualifications:

Jews United for Justice seeks candidates who are **results-oriented**, excel at **managing complicated projects**, possess **strong writing skills** and have demonstrated success **building relationships**. The Development & Communications Associate will have:

- Experience managing multiple projects with close attention to details
- A demonstrated commitment to high achievement and a history of accomplishment even in the face of obstacles
- Proven capacity to quickly produce high quality written work
- A track record of developing and maintaining strong relationships with diverse groups of people
- A willingness to ask people for money and time
- Familiarity working with computers and databases

The following are a plus but not requirements:

- Prior experience in fundraising or communications
- A familiarity with Jewish social justice work
- Knowledge of local issues of social justice or community organizing

Salary range is \$30,000-\$36,000, depending on experience, excellent benefits. Please send a cover letter, resume, salary requirements, and three professional references to jobs@jufj.org.

Applications will be accepted until position is filled.