



Development Associate Position

January, 2023

JCDS, Boston's Jewish Community Day School is looking for a part-time (20 hours per week on site) Development Associate to join our small team of dedicated, collaborative, fun, and hard-working Office of Development and Communications. The right candidate thrives in a fast-paced environment, and has the flexibility to meet changing demands. Must have:

- The ability to transfer easily between routine tasks and new tasks;
- Strong communications and administrative skills;
- Warm customer service ethic;
- Attention to detail and accuracy;
- Ability to handle confidential information with discretion;
- Organizational skills to follow up to ensure successful and timely completion of projects;
- Comfort working and engaging with parents, donors, staff and faculty, and children

Responsibilities include:

- Working within donor database to process donations, upload and file gift copies, produce custom acknowledgments and fundraising reports;
- Assist with planning and executing events, receptions, and meetings;
- Assist in production of fundraising appeals mailings and email campaigns;
- Overseeing production of our Yearbook;
- Assisting with photography

Requirements:

- Bachelor's degree
- High comfort level with technology
- Prior experience with donor or customer service database
- Experience with the email platform Constant Contact a plus

Our School:

JCDS is a vibrant K-8 independent school located in Watertown, MA

How to Apply:

If interested, please submit one pdf document containing your resume, a thoughtful cover letter that explains your interest in the role and the school, and your references to Sari Korman, Director of Development and Communications at: sarik@jcdsboston.org

JCDS is a pluralist co-educational Jewish day school serving students from families across a wide spectrum of Jewish beliefs and practices. Visit our website at jcdsboston.org for more information.

JCDS is committed to a policy of non-discrimination and equal opportunity for all employees without regard to race, color, religious creed, national and ethnic origin, age, gender, sexual orientation, or physical disability.