



POSITION DESCRIPTION

Position Title: Development Assistant / Associate
Reports to: Director of Development and Leadership Outreach
Location: Washington, DC
Start Date: Immediately

Organization

J Street is the political arm of the pro-Israel, pro-peace movement. J Street's mission is to change the dynamics of American politics when it comes to Israel and the Middle East and to open up greater debate and discussion in the American Jewish community on what it means to be pro-Israel.

J Street believes that Israel's most vital security interest is to reach a negotiated two-state solution to the Israeli-Palestinian conflict. This is a necessity for securing Israel's future as a democratic, Jewish homeland and also vital to America's diplomatic and security interests with respect to the broader Middle East.

J Street is rooted in the American Jewish community but brings together Americans of all faiths who believe that American, Israeli, Palestinian and global interests are best served by a comprehensive, regional resolution to the region's conflicts made possible by assertive American diplomacy.

The J Street family of organizations includes J Street – a 501(c)(4) non-profit which is responsible for lobbying and advocacy; JStreetPAC – a connected federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund (JSEF) – a legally independent 501(c)(3) non-profit which runs education programs on campuses, speakers tours, trips to Israel, and the J Street Local national field operation with staff, activists, and local chapters across the country.

The Development Assistant/Associate will be a part of an exciting, fast-growing nonprofit organization. Entering its fourth year, J Street has a budget of \$7 million and a national staff of over 50. Continued growth is anticipated for 2012 and beyond.

Position

The Development Assistant/Associate will work as part of a dynamic fundraising and political team to increase support for J Street's work from foundations and individuals interested in project-specific giving opportunities. They will also help with the logistics and communications surrounding all of J Street's annual fundraising events, including J Street's National Gala Dinner. They will report directly to the Director of Development but will support the work of the entire Development/Political department.



Development Assistant/Associate Responsibilities

Grants & Foundations

- Draft grant proposals, narrative reports, and supplementary materials for our foundation partners;
- Manage foundation calendar, keeping track of when proposals and reports are due;
- Tailor financial reports into formats requested by foundation partners;
- Draft prospect materials for project-specific funding opportunities and programmatic overviews;
- Research foundations whose funding priorities match J Street's work and send letters of inquiry to new foundation prospects.

Communications

- Assist in authoring and compiling J Street's annual report;
- Maintain and compile up-to-date materials for donor-prospect folders;
- Create and send National Leadership welcome packets.

Events & Administrative

- Provide direct administrative support for National Gala in Washington, DC;
- Provide centralized administrative support to Regional Political Directors for annual fundraising events around the country;
- Assist with the processing of contributions and provide support, as needed, during high-seasons for gift-acknowledgements;
- Support the development team's major-donor and national-leadership program through prospect research;
- Assist VP for Political Affairs with travel and business arrangements;
- Perform additional tasks as directed in support of department staff.

Desired Skills and Characteristics

Applicants should have at least one to three years of professional experience in a fundraising office. The ideal candidate will also have at least one year of successful grant-writing experience and experience with events. They will be highly intelligent, motivated, and communicative.

They will also possess the following attributes:

- Highly organized, and able to prioritize multiple tasks and deadlines;
- Eager to work collaboratively in a fast-paced, team-oriented, and goal-driven environment;
- Flexibility adapting to a developing organizational structure;
- Ability to meet deadlines independently and manage time effectively;
- Strong and proven professional writing skills;
- Excellent editing and proofreading skills;
- Mastery of Microsoft Office, particularly Word and Excel;



- Familiarity with database operations;
- Event-planning experience preferred;
- Experience with nonprofit fundraising and budgeting a strong plus;
- Experience working with donors a strong plus;
- Ability to think creatively about fundraising opportunities;
- A strong commitment to J Street's pro-Israel/pro-peace mission;
- A basic understanding of Jewish culture and Jewish communal politics preferred;
- A significant understanding of the Israeli-Palestinian conflict and how the conflict plays out in American politics.

Compensation and Hours

This is a full-time position. Salary for this position will be competitive and commensurate with individual's qualifications and experience. Benefits include generous paid vacation and sick leave, health and dental insurance, company paid life insurance, 401k and flexible spending account plan.

To Apply

Please submit by **e-mail**: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to resumepolitical@jstreet.org and indicate **"Development Assistant/Associate" in the subject line.**

This position is available immediately.

J Street is an Equal Opportunity Employer.