

**Friends of the Israeli Defense Forces**  
**Development Assistant, Tri-State Young Leadership**  
**Temporary Full Time**

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. The Israeli Government is responsible for training the IDF and providing them with the necessary tools for their service. FIDF is committed to providing these soldiers with love, support, and care in an effort to ease the burden they carry on behalf of the Jewish community worldwide.

**Position Summary:**

The Development Assistant will be a member of a dynamic, professional and fast-paced Tri-State fundraising team. This position will provide administrative and clerical support to the Tri State Young Leadership Director to significantly increase the current revenue derived from the fundraising efforts in the Tri-State Region. This position works occasional evenings and Sundays.

**Educational Requirements:**

- Bachelor's degree or an equivalent combination of education and experience may be considered in lieu of a degree.

**Skills and/or Experience Required:**

- Strong computer skills including: Microsoft Office, Excel, Outlook; knowledge of Raiser's Edge or other CRM a plus.
- Highly organized, detailed-oriented and self-motivated
- Ability to work independently and managing multiple priorities.
- Strong interpersonal, written, and communication skills required.

**Essential Job Duties:**

- Provide administrative and clerical support to the Tri State Young Leadership Director including expense reports, budgets, logistics, registration, donor information and meeting materials.
- Coordinate Young Leadership events and meetings.
- Initiate and build sponsorship opportunities, newsletters, e-blasts.
- Manage social media, digital vendors, and website updates.
- Handle all departmental communications and administrative tasks including, but not limited to: responding to requests for information from donors and executing large mailings.
- Draft donor and constituent correspondence, as needed.
- Maintain donor files and supplies.
- May be assigned other tasks and duties reasonably related to job responsibilities.