

Development Friends of the Israeli Defense Forces

Development Associate – Ohio and Michigan

This position is in Chicago, IL

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. 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.

The Development Associate will be a member of the dynamic, professional and fast-paced Midwest Region fundraising team. In addition to their own portfolio, this position will provide administrative support to the Michigan and Ohio Development Directors in an effort to significantly increase the current revenue derived from the fundraising efforts in the area.

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:

- At least 3 years' experience in the development field
- Strong computer skills including: Microsoft Office, Excel, Outlook; knowledge of Raiser's Edge a plus.
- Highly organized, detailed-oriented and self-motivated
- Ability to communicate effectively verbally and in writing to diverse audiences. Interact comfortably with donors and with all levels of staff
- Capacity to manage multiple priorities
- Ability to work independently while also supporting a team.

Roles and responsibilities:

- Handle all chapter's communications and related tasks including, but not limited to: responding to requests for information from donors, event fundraising support and mailings.
- Provide administrative support to the Michigan and Ohio Development Directors, including meeting logistics, donor correspondence and recognition, and meeting materials
- Maintain accurate records of donor information in Donor Database related to campaign
- Assist in daily work with lay leaders, Board of Directors, committee members, and other staff in order to implement a variety of programs related to the regional campaigns.
- Support regional events, including Annual Dinners, parlor meetings and community events throughout region to build brand awareness and expand base of potential prospects.
- Manages portfolio of donors (<\$1,800) in an effort to support the campaign
- Assume other responsibilities as needed to support fundraising tasks as set forth by the Michigan and Ohio Development Directors.
- Must be available some evenings and weekends
- Performs other duties as requested