

Development Associate, Los Angeles

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the well-being of the men and women who serve in the Israel Defense Forces. The organization is committed to providing the men and women who serve in the Israel Defense Forces as well as the families of fallen soldiers with love, support and care through educational, social, cultural and recreational programs and facilities in an effort to ease the burden they carry on behalf of the Israeli and the Jewish communities worldwide. This position reports to the Los Angeles Executive Director.

Development Associate Educational Requirements:

- Bachelor's degree or equivalent.

Development Associate Skills and/or Experience Required:

- Demonstrated success in event planning and donor or customers relations
- Strong computer skills including: Microsoft Office (Word, Excel, Outlook, PowerPoint.) Raiser's Edge Database knowledge a plus.
- Excellent interpersonal, written, communication and social media skills.
- Highly organized, detailed-oriented and self-motivated with the ability to multi-task

Development Associate Essential Job Duties:

- The Development Associate provides support regarding expense reports, budgets, logistics, registration, donor information, meeting material.
- Initiate and build sponsorship opportunities, newsletters, e-blasts.
- Handle all departmental communications and related tasks including, but not limited to: responding to requests for information from donors and executing large mailings.
- Assisting in developing and maintaining relationship with current donors in order to steward and advance relationships
- Maintaining accurate records of donor information in Donor Database
- Coordinating logistics for all regional events including local chapter steering committee meetings, the annual gala dinner, parlor meetings, etc.
- Collaborate with team members on special projects, as needed.
- May be assigned other tasks and duties reasonably related to job responsibilities.
- Working some evenings and Sundays are required.

We offer a competitive salary and comprehensive benefit package.

Please email a resume and cover letter, with your salary requirements to hr@fidf.org.