

Associate Director San Diego Region

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. Our mission is to ease the burden they carry on behalf of the Israeli and Jewish communities worldwide. The organization is committed to providing soldiers and families of fallen soldiers with love, support and care through educational, social, cultural and recreational programs and facilities. FIDF is a 501c3 not-for-profit corporation headquartered in New York City with approximately 24 regional offices around the country. This position reports to the San Diego Executive Director.

Requirements:

- Bachelor's degree preferred
- A minimum of 3 years related experience in a non profit.

Skills and/or Experience Required:

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

Essential Job Duties:

- Identify prospective donors through analysis, networking, outreach and engagement strategies.
- Develop and cultivate one-to-one relationships with lower, mid, big level donors by phone calls, email, letters, meetings, and social media.
- Participate in active solicitation of existing and potential donors according to an annual work plan and fundraising goal.
- Develop and support an active women's division and assist in solicitation from this new division.
- Develop and support a cadre of volunteers to assist with donor solicitation, engagement and stewardship.
- Gratitude project- call donors and say thank you for the past/present contribution.
- Develop an online and offline. thank you campaign.
- Coordinate donor recognition events.
- Perform other duties as assigned