

Campaign / Development Administrator – Full Time

The Jewish Federation of San Antonio seeks an experienced, self-directed and highly motivated individual to serve as the Campaign Administrator. He/she will support the Chief Development Officer, and the Women's Philanthropy/Young Adult Division Director. The Campaign Administrator displays a high level of technical, organizational and interpersonal skills. The position is an integral part of the Development Team and organization.

Database Management:

Administer organization's donor database (currently FR100, which will be transitioned to Blackbaud CRM database system) to organize and store data, provide database support to end users, including statistical analyses and other pertinent data. The objective is to support the organization's strategic use of data to further goals and objectives related to donor, prospect and leadership development.

RELATED RESPONSIBILITIES:

- Enter/ manage constituent information, (contact, campaign participation, leadership involvement, interests, employment, etc)
- Ensure the integrity of the database, including clean-up tasks, data enhancement services, and quality control checks
- Responsible for gift entry, ensuring all data is entered accurately
- Run/ fill out/ file Pledge Cards
- Run various pledge reports/queries/reports from the database as requested, and analyze results – for weekly and monthly campaign reports, donor recognition, e-blasts, mailing lists
- Serve as primary contact for database when team members require assistance
- Clean and prepare data for impending data conversion process, to support the transition from FR100 to Blackbaud CRM

Administrative Support:

Provide administrative support to the Development department to efficiently and accurately communicate with donors and prospective donors, support events and other areas to be determined.

RELATED RESPONSIBILITIES:

- Run merges and mailings
- Create and send Acknowledgement letters for Campaign pledges
- Create new forms and operations processes as needed
- Review and edit communications from Development Department
- Prepare invitations and provide logistical support for events
- Work on other ad-hoc projects as assigned

DESIRED QUALIFICATIONS:

- Strong experience and knowledge of CRM or donor databases, with demonstrated proficiency
- Demonstrated success in using logic and problem solving to troubleshoot reporting complications
- Strong communications skills: verbal, written, and phone
- Strong organizational skills, and analytical skills
- Ability to prioritize, multi-task and troubleshoot
- Ability to work independently, as well as participate effectively as a team player
- Demonstrated ability to interact with donors, volunteers and community professionals, with a high level of discretion and sound judgment
- High proficiency in Microsoft Word, Excel, and Outlook
- Flexibility and adaptability
- Ability to work to tight deadlines
- Self-directed and highly motivated
- Minimum three years of administrative experience
- High School/GED Diploma required / Post secondary degree desired

The Jewish Federation of San Antonio is the central convening, fundraising and community planning organization of the local Jewish community, with an annual campaign of \$1.5 million dollars and total endowment assets under management of \$11 million dollars. This position is supervised by the Chief Development Officer.

To apply for this position, please submit a resume and cover letter to hr@jfsatx.org