



Westchester Jewish  
Community Services

**WESTCHESTER JEWISH COMMUNITY SERVICES, INC.**

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### **Database and Event Planning Coordinator**

WJCS is currently seeking a full time Database and Event Planning Coordinator to work in White Plains, NY. Under the general supervision of the Director of Community Engagement and Donor Relations, the Coordinator will support the Director by managing the fundraising CRM system, designing queries, and preparing reports including executive dashboard reports, fundraising trends, and reports on the success of fundraising appeals. Additionally, the Coordinator will do prospect research and create profiles on current and potential donors; collaborate as needed with Coordinator of Digital Communications on website updates and special features; assist with administrative, office management, and other tasks as required.

In this position the selected candidate will also provide key event management assistance in fundraising, volunteer/community engagement and staff events, including but not limited to annual gala, year-end appeals, staff holiday party, agency annual meeting, volunteer appreciation and other opportunistic fundraising events.

The ideal candidate will have a Bachelor's degree or equivalent experience; 2+ years of experience in donor database management (eTapestry experience preferred); event planning experience, excellent interpersonal skills; superior attention to detail, administrative skills, and organizational abilities; self-starter who can prioritize multiple assignments, problem solve, and meet deadlines. The selected person must be computer literate; proficiency in Microsoft Office, particularly Excel.

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the position please send your résumé with cover letter to Human Resources via email, [HR@wjcs.com](mailto:HR@wjcs.com).

Our address is 845 N. Broadway, White Plains, NY 10603 and our fax number is 914-421-9066.

Visit our home on the web at [www.wjcs.com](http://www.wjcs.com) WJCS is an equal opportunity employer