

## **Development Associate (Remote)**

### **About TAMID Group:**

TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. This takes place through a series of programs aimed at college students and graduates:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. An Israel-focused investment portfolio
4. A summer internship program in Israel
5. Community, professional development, and Israel engagement for alumni

### **About the Position:**

TAMID Group seeks a highly motivated and organized individual that can help raise the administrative bar at TAMID. They will need to move quickly and be able to manage various projects. This role requires professionalism to work across departments with leaders in various roles. They will report directly to the Senior Director of Development while supporting the broader Development Team. This role does not have any direct reports to supervise. This role requires a go-getter. While TAMID is a nonprofit, we operate like a small start-up in a fast paced environment.

### **Detailed Job Responsibilities:**

#### **Development Admin Support (40%)**

- Take notes at all Development meetings
- Work with Development officers to stay on top of team tasks
- Meet with each D.O weekly to go over communications to their portfolio
- Administrative support on all events including but not limited to:
  - Parents Weekend, Parlor Meetings, Donor Receptions etc
- Send out monthly pledge reminders
- Notify individuals when a gift has been made in their honor
- Send out monthly lapsed donor emails
- Send out timely acknowledgements by mail
- Maintaining organized and efficient data in Salesforce CRM
  - Maintaining, updating, and cleaning data in Salesforce to ensure accurate data
- Mail Merge invitations and communications including Status notes on behalf of relevant staff
- Receive donation notifications, code new donations in Accounts Receivable log, and enter them into Salesforce
- Submit checks to be deposited in virtual mailbox software
- Oversee the Development Communications board on Monday.com

#### **Development Strategic Communications: (50%)**

- Draft and execute the sending of all mass solicitations including direct mail, digital appeals, etc.
- Curate content for the parents newsletter which gets sent out on a monthly basis

- Manage software that prioritizes prospects and donors most inclined to give, and create strategies around ways to engage them
- Work closely with marketing team to ensure communications are sent on schedule
- Works on special projects/communications (Glimmers of Hope, Impact report, etc)
- Oversees our grants calendar and ensures reports are done in a timely manner
- Manage a small portfolio of donors (if this is of interest as a growth opportunity)

**Other (10%)**

- Remaining flexible in a small, collaborative, hands-on development team (increased role in special projects as they come up, etc)

**The ideal candidate will have:**

- Passion for the work and mission of TAMID Group
- Bachelor's degree
- 1-3 years of nonprofit, Administrative, or other relevant experience
- Demonstrated ability to establish and maintain strong relationships
- Goal-oriented, project-oriented, and achievement-oriented work style
- Excellent oral and written communication skills

**Salary and Benefits:**

\$50,000/year with the opportunity for additional bonuses, as well as comprehensive benefits including: Health, Vision, Dental, Retirement, WFH stipend, wellness stipend, cell phone reimbursement, and more.

**To apply please submit a resume [here](#).**

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*TAMID expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of TAMID's employees to perform their job duties may result in discipline up to and including discharge.*