

Development/Membership Assistant

The Yiddish Book Center seeks a Development/Membership Assistant to join our dynamic cultural organization located in Amherst, MA. Now in its 44th year, the Center is seeking someone to join our fundraising program in order to help safeguard our collections, improve access to Yiddish literature and culture, and advance our many innovative educational and public programs. This position supports both the development and membership departments, including events coordination, donor research, online outreach, correspondence, and data entry.

Responsibilities include:

- Assist with donor and prospect research using Donor Search and Windfall software: conduct research on weekly gift reports, event attendees, education programs, and assist with miscellaneous research as needed
- Assist with constituent and gift entry, updates, and report generation in Raiser's Edge NXT, and other constituent databases.
- Special projects, including donor lists, and prospect pool list
- Development events: planning (venues, caterers, etc.), invitations/guest lists, logistics,
- Assist with mail processing (opening, sorting, documenting, etc.) as needed
- Answer multi-line phone system, forwarding calls as needed, and responding to donor inquiries, and assist with visitor inquiries as needed
- Occasional weekend and evening work required

Qualifications:

- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Sense of humor, entrepreneurial spirit, flexibility and ability to work in a team
- Bachelor's degree or equivalent
- Familiarity with conducting Internet research, and comfort working with databases
- Familiarity with Raiser's Edge NXT and Donor Search or other fundraising or e-communications software helpful

Application Instructions: Please send a cover letter and resume to: jobs@yiddishbookcenter.org with a subject line of "Development/Membership Assistant." No phone calls, please.

The Yiddish Book Center is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

