

POSITION DESCRIPTION

DEVELOPMENT & EVENTS ASSISTANT

ABOUT REPAIR THE WORLD

[Repair the World](#) is a new national nonprofit organization dedicated to building the field of Jewish Service Learning and making service to others a defining element of American Jewish life.

The organization, headquartered in Midtown Manhattan, is in an exciting start-up phase. We are building a small team of fast-paced, highly talented individuals to help shape the future of the organization and ensure the success of its mission. Repair the World provides an entrepreneurial, collegial, flexible and results-oriented culture.

The Development & Events Assistant will report to the Vice President of Development and Communications and will support Repair the World's fundraising and donor cultivation efforts. S/he may additionally support other areas as needed. Some travel may be necessary. This is an excellent opportunity for someone interested in acquiring or honing the skills necessary to advance as a development professional.

RESPONSIBILITIES

- Enter and file all gift and donor records; maintain database and paper files, assuring a high degree of timeliness, completeness, accuracy, consistency, and retention of data
- Enter and maintain highly detailed tracking of development activities and donor contacts
- Create, organize and run database queries/reports, assuring accuracy, legibility and strategic positioning
- Help develop and coordinate future benefit and donor cultivation events, including presentations, community service activities, and social gatherings
- Research prospective institutional and individual funders as needed; prepare informational briefing reports to assist senior staff and Board
- Coordinate production of donor acknowledgements, assuring timeliness and excellence
- Coordinate production of solicitations and invitations; track success and communicate results
- Monitor strict adherence to development deadlines and progress toward important outcomes
- Assure that grant attachments and other materials are accurate, consistent and readily available
- Help reconcile fundraising reports with finance records; help prepare for annual audit
- Along with all Repair the World staff, assist with preparations for organizational meetings and undertake additional duties as necessary

QUALIFICATIONS

Candidate must be a productive, detailed-oriented, thorough, thoughtful multi-tasker who is creative and resourceful, can think quickly, balance multiple priorities, remain well-organized, take initiative and proactively solve problems while exerting good judgment.

The ideal candidate will be a person of integrity, polish, passion, team spirit, and a sense of humor. S/he will be adept in web-based and office-based computing, able to learn new software quickly, and comfortable in a Mac environment. Finally, Repair the World welcomes candidates who are passionate about its mission and are interested in working in a fast-paced, rapidly evolving organizational context.

Additionally:

- 1-2 years of work experience, ideally in the nonprofit sector
- Hands-on experience with information management (spreadsheets and database)
- Top-notch written and spoken communication skills; professional demeanor

Repair the World will offer a competitive salary and benefits package as well as regular opportunities for professional development.

HOW TO APPLY

Interested candidates should submit a resume and cover letter to work@werepair.org (with "Dev/Events Assistant" in the subject line.) Thank you for your interest.

Repair the World is an equal opportunity employer and does not discriminate on the basis of age, color, creed, national origin, disability, political belief, veteran status, religion, marital status, gender, gender identity, sexual orientation, or any legally protected status.