



Westside JCC
los angeles

Job Posting

Development & Marketing Assistant

Hours: Full Time, some evenings and weekends

Salary: \$35,000-40,000, full WJCC Benefits with medical, dental and vision

Starting Date: September 2017

Areas of responsibility:

The Development & Marketing Assistant will report to the Development & Marketing Director and will work to enhance all aspects of Westside JCC's year-round fundraising and marketing efforts. S/he will assist with advancing all donor cultivation strategies; donor and grant research, organizing events, and writing grant proposals and letters of inquiry. S/he will collaborate with senior program staff on areas of external communications and marketing presence online and in the community by implementing the WJCC Marketing Plan. The successful candidate will be a team player with excellent written and verbal communication skills that has the ability to multi-task and adhere to both internal and external deadlines. The primary responsibilities of the Development & Marketing Assistant will include, but are not limited to:

Development:

- Support Development & Marketing Director with annual campaign;
- Support the development and maintenance of new donor cultivation, stewardship and programs;
- Assist with organizing WJCC's annual 5K and other development-related events;
- Support grant research, application and reporting procedures;
- Support implementation of new fundraising software as part of new agency wide CRM system.

Marketing & Communications:

- Support Development & Marketing Director with implementing the WJCC Marketing Plan
- Implement social media, email, and other communication strategies;

- In coordination with the Development & Marketing Director, design flyers or work with designer and other program staff on printed communication materials;
- Support implementation and maintenance of new website;
- Assist program staff with other programs as needed;
- Other tasks as defined by supervisor.

Qualifications

- BS/BA with emphasis in communication preferred.
- Demonstrate excellent written and verbal communication skills to communicate directly or via Internet with foundation directors, donors, volunteers, and other WJCC staff.
- An energetic, friendly personality that is excited about reaching out to, and meeting and talking with new people, either in person, on site or at tabling/marketing events, or over the phone.
- Results oriented and takes initiative.
- Flexible and able to handle multiple projects at the same time.
- Team player.
- Self-motivated.
- Ability to navigate and administer social media portals and other online resources.
- Embody WJCC job performance values: results oriented, professional, collaborative, service, continuous improvement.
- Knowledge of Jewish traditions and values.