



Position: Mission Advancement Associate
Organization: Jewish Family & Career Services
Reports to: Director of Mission Advancement
Position Type: Full Time
FLSA Status: Non-exempt
Location: Louisville, Kentucky
Website: www.jfcsloisville.org
Salary: \$35,000 - \$40,000

Jewish Family & Career Services expands possibilities for each person and every family to meet life's challenges with confidence. We are guided by our Jewish values to ensure all in Greater Louisville live with dignity and purpose. Our core service areas include Career Services, Counseling Services, Family Strengthening, Jewish Life, Klein Older Adult Services, and the Navigate Enterprise Center.

Our Values

- **Kavod:** Respect for the undeniable humanity of each person.
- **Chesed:** Actions rooted in compassion and empathy.
- **Kehilah:** Connections that strengthen individuals and build community.
- **Tzedek:** Advocacy that fosters fairness and equity.
- **Avodah:** Service to others that has the power to repair our world.

Duties and Responsibilities

JFCS is seeking a Mission Advancement Associate who will support all development and stewardship activities. The Associate will serve on the JFCS Mission Advancement team and will report to the Director of Mission Advancement.

The Mission Advancement Associate will maintain accurate donor, prospect, and gift entry records, continually updating and correcting database records while establishing and ensuring compliance of donor record management policies. The Associate will be responsible for generating gift reports and providing research, reporting and analysis as it pertains to Mission Advancement. As an externally facing member of the Mission Advancement team, the Associate will provide an exceptional donor experience to help build lasting relationships and meet development goals and strategic imperatives.

The Associate will provide administrative support to Mission Advancement activities, including volunteers, events, grants and communications.

Qualifications, Competencies and Characteristics

- Bachelor's degree and one to three years nonprofit, administrative or customer service experience preferred, or equivalent combination of education, training, and experience
- A basic knowledge of donor software, fundraising, and stewardship principles with an eagerness to learn and apply best practices
- Demonstrated ability to excel in a fast-paced environment working both collaboratively and autonomously when required
- A passion for the JFCS vision, mission and values and a desire to help "repair the World"

- Meticulous organizational skills and attention to detail
- Thrives on providing an exceptional donor experience
- Excellent interpersonal, verbal and written communication skills (face-to-face, phone, emails, letter writing)
- Ability to develop constructive, cooperative, and respectful relationships with others to maintain those relationships over time
- Listening, understanding and responding with timeliness and accuracy
- Self-motivated with the ability to meet deadlines
- Prefers high expectations
- Effectively utilize general and program-specific computer programs (Microsoft Office Suite, databases, etc.)
- Adhere to strict confidentiality of prospect and donor information
- Effectively operate typical office equipment (telephone, computer, fax machine, copier, mail machine, etc.)
- Other duties as assigned

Supervisory Responsibility: None

Travel Requirement: Occasional local travel

Pre-Employment Requirements: Satisfactory completion of a pre-employment background check.

JFCS welcomes people with a growth mindset to our team and in return offers a generous and comprehensive compensation and benefits package including paid annual leave and sick time, medical and dental insurance, 403B, life, short-term and long-term disability insurance and generous paid holidays.

Jewish Family & Career Services IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate against any person or group of persons on the grounds of race, ethnicity, age, color, religion, sex, national origin, sexual orientation, gender identity, veteran status or physical or mental disability as defined by Title VII of the Civil Rights Act of 1964; 1991 Civil Rights Act amendments; The Americans with Disabilities Act; the Age Discrimination in Employment Act; the Kentucky Civil Rights Act; or in any manner prohibited by the laws of the United States, the Commonwealth of Kentucky, or local ordinance, in the recruitment, selection, promotion, evaluation or retention or any terms and conditions of employment for employees or volunteers.

The employee is expected to adhere to all company policies while employed. Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.