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**Campaign / Development Administrator – Full Time**

The Jewish Federation of San Antonio seeks an experienced, motivated individual to serve as the Campaign Administrator and will support the Chief Development Officer, the Women’s Philanthropy Director and the Young Adult Division Director. The Campaign Administrator displays a high level of technical, organizational and interpersonal skills. The position is an integral part of the Development Team and organization.

**Database Management:**

Administer organization’s donor database (currently FR100, which will be transitioned to Blackbaud CRM database system) to organize and store data, provide database support to end users, including statistical analyses and other pertinent data. The objective is to support the organization’s strategic use of data to further goals and objectives related to donor, prospect and leadership development.

RELATED RESPONSIBILITIES:

* Enter/ manage constituent information, (contact, campaign participation, leadership involvement, interests, employment, etc) ensuring integrity of data
* Run various queries / reports from the database as requested
* Run/fill out/file Pledge Cards
* Clean and prepare data for impending data conversion process, to support the transition from FR100 to Blackbaud CRM.

**Administrative Support:**

Provide administrative support to the Development department to efficiently and accurately communicate with donors and prospective donors, support events and other areas to be determined.

RELATED RESPONSIBILITIES:

* Run merges and mailings
* Create and send acknowledgement letters for Campaign pledges
* Create new forms and operations processes as needed
* Update and generate monthly Jewish Journal mailing lists to send to mail house
* Review and edit communications from Development Department
* Prepare invitations and provide logistical support for events
* Work on other ad-hoc projects as assigned

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DESIRED QUALIFICATIONS:

* Strong experience and knowledge of Databases
* High proficiency in Microsoft Word, Excel, and Outlook
* Strong communications skills: verbal, written, and phone
* Strong organizational skills, and attention to detail
* Ability to prioritize, multi-task and troubleshoot
* Ability to work independently, as well as participate effectively as a team player
* Demonstrated ability to interact with donors, volunteers and community professionals, with a high level of discretion and sound judgment.
* Social Media, graphic design skills, a plus
* Minimum of two to three years of administrative experience
* High School Diploma required / Post secondary degree preferred

The Jewish Federation of San Antonio is the central convening, fundraising and community planning organization of the local Jewish community, with an annual campaign if $1.5 million dollars and total endowment assets under management of $11 million dollars. This position is supervised by the Chief Development Officer.

To apply for this position, please submit a resume and cover letter to hrd@jfsatx.org