

## JOB DESCRIPTION

<b>Position:</b>	<b>Coordinator, Fundraising &amp; Communications</b>	<b>Union/ Nonunion:</b>	Union
<b>Reports to:</b>	Director, Donor & Community Relations	<b>Grade:</b>	6 ¾
<b>Department(s):</b>	FRD and Communications and Resources for Educators	<b>Status:</b>	Nonexempt F/T
<b>Salary Range:</b>	\$30.909 - \$44.287 Hourly Nonexempt	<b>Location:</b>	In Office

**Interested Applicants:** Please send a cover letter and resume to [jobs@bjela.org](mailto:jobs@bjela.org). Thank you.

### Summary Description of Position

The Coordinator, Fundraising & Communications, serves as a key member of BJE's fundraising and communications team, playing a vital role in supporting campaigns, events, and programs while ensuring donors feel valued through timely, accurate, warm and effective communications. This position combines coordination of fundraising campaigns, support for impactful events, and donor stewardship and cultivation with essential data entry, reporting responsibilities and media asset management for the agency's communications programs. The ideal candidate for this role communicates with clarity, works with meticulous care and professionalism, thrives in collaborative environments, and brings both passion and precision to their work.

### Essential Duties and Responsibilities

*Donor recognition, campaign support, and database administration for recording, tracking, acknowledging and reporting on donors' gifts and campaign progress:*

- Use Donor Perfect to record gifts, generate timely and appropriate acknowledgments, and keep accurate records for analytics and reporting.
- Assist with planning and executing fundraising campaigns, including coordinating logistics and materials for donor correspondence and phone drives.
- Use Donor Perfect to accurately report on the progress and effectiveness of fundraising and communications efforts.

*Donor stewardship and cultivation to actively strengthen BJE's relationships with current and potential donors.*

- Build and maintain BJE's relationships with donors and other constituents through regular communication and coordination of phone calls, personal notes, in-person outreach, and thank you letters that align appropriately with the donor or campaign's intention, face-to-face solicitations, and other suitable recognition and stewardship activities.
- Create, organize, and implement strategies and tactics to help increase BJE's fundraising revenue, retain donors and volunteers, and re-engage previous supporters, all while meeting annual fundraising goals aimed at targeted donors.
- Help identify organization and foundation grant opportunities and assist with proposal development as needed.

*Assist in developing and executing strategic events to advance fundraising, donor recognition, and BJE visibility.*

- Play a key role on the team responsible for BJE's annual fundraising event - coordinating planning, invitation and gift management, volunteer coordination, and event-day set-up, execution, wrap up and follow-up.

- Organize phone drives and sessions.
- Assist donor and volunteer meetings and events through scheduling, preparing materials, on-site support, and follow-up.
- Coordinate and/or support other educational, donor or visibility events as needed.

*Media and content management for BJE communications:*

- Organize BJE's communications calendar and keep it up to date.
- Coordinate the acquisition and archiving of written, photographic, graphic, web and video assets, ensuring all BJE programs and events are documented and stored for easy team access and use. Proactively help acquire, capture and archive relevant, impactful photographs to showcase BJE's impact and boost its visibility and goals across all media.
- Assist in creating, implementing, monitoring, and tracking BJE's strategic social media initiatives.
- Collaborate with staff and partners to collect, craft, and utilize BJE's compelling "stories" to increase its visibility and foster awareness and engagement.

### **About BJE: Builders of Jewish Education**

BJE strengthens Jewish education across Greater Los Angeles by enhancing quality, increasing access, and driving participation. Serving more than 22,500 children and their families, and 131 Jewish schools of all denominations, BJE brings together timeless Jewish values with cutting-edge educational approaches. Through innovative programs and deep partnerships with educators and community leaders, we are shaping a vibrant future for our children, our community, and the Jewish people.

### **Minimum Qualifications (Education, Experience, Certifications, Skills)**

*Education:*

- A bachelor's degree is required, preferably in communications, public relations, business development, or a related field.

*Knowledge and Skills:*

- Experience using Donor Perfect (or other donor databases)
- Experience with integrated marketing tools (e.g., Constant Contact, Canva, or similar platforms).
- Ability to write and/or edit compelling content for different audiences and platforms.
- Professional social media experience (Facebook, Instagram, LinkedIn)
- Proficiency in Microsoft Office Suite and Adobe Creative Suite.
- Knowledge of Jewish religious practices and the ability to relate to individuals from a broad spectrum of Jewish outlooks and practices.

*Soft Skills:*

- Strong organizational and time-management skills and ability to thrive in a fast-paced, deadline-driven environment.
- Excellent verbal and written communication skills.
- Meticulous attention to detail and committed to proofing and correcting for utmost accuracy.
- Ability to balance multiple workstreams, respond quickly to shifting priorities, and collaborate effectively across teams.
- Creative thinker with strong problem-solving and analytical skills.
- Resourceful, flexible, and able to work independently and collaborate with others.
- Sensitivity to the confidentiality of communications and shared knowledge, sound judgment, and discretion.

### **Preferred Qualifications**

- Familiarity with nonprofit fundraising practices, endowments, DAFs, grants, and donor stewardship.

- Knowledge of the Los Angeles Jewish community is desirable.
- Familiarity with Hebrew is a plus.

## **Location and Travel**

The position is located at BJE's offices in Los Angeles. Programs are held throughout the greater Los Angeles area, sometimes in the evenings and on Sundays.

## **Physical Requirements**

The physical demands outlined below are those an employee must meet to perform the essential responsibilities and functions of the job effectively. This list is not exhaustive. Reasonable accommodations may be available to help individuals with disabilities fulfill these necessary duties. Unless reasonable accommodations can be provided, the staff member must:

- Use strength to lift essential items necessary for job functions; sit, stand, and walk for required durations; speak and hear; utilize close vision, color vision, peripheral vision, depth perception, and the ability to focus; reach with hands and arms, using hands and fingers to handle objects and operate tools, computers, and/or controls.
- Communicate effectively in English, using proper grammar and vocabulary.

## **Environmental Demands**

The environmental demands listed below represent the requirements that an employee must fulfill to perform the essential duties and responsibilities of the job successfully. This list is not exhaustive:

- Exposure to various childhood and adult diseases and illnesses; Occasional exposure to diverse weather conditions; Work in heated, air-conditioned, and ventilated environments; Exposure to a building where various chemical substances are used for cleaning, instruction, and/or equipment operation.
- Functioning in a moderately quiet workplace may sometimes become noisy.

## **Expectations of all members of the BJE Team:**

- Be able to professionally represent BJE's inspiring mission, dynamic programs, and impactful services. Discover how each initiative contributes to shaping Jewish education.
- Engage actively in various professional development opportunities, including workshops, conferences, and online courses, to ensure your skills remain relevant and sharpened. These experiences provide valuable knowledge and insights, fostering relationship-building with industry peers and experts and enabling the exchange of innovative ideas and best practices. Staying committed to lifelong learning will help you adapt effectively to changes in your field.
- Develop and maintain strong proficiency in all digital platforms used within the conduct of BJE business. This includes becoming skilled in Payroll and HR digital software, navigating the Expense Management Solution, effectively utilizing telecommunications products, office productivity tools, and cloud services, managing scheduling through calendar applications, and mastering any other platforms specific to your role. Stay current with updates, enhancements, and new system introductions to ensure seamless operations and maximize efficiency in all tasks. Be open to new tools, such as artificial intelligence, that are being introduced.
- Ambassadorship and stewardship are fundamental to advancing BJE's vital mission. As a dedicated advocate for Jewish education, you will build meaningful relationships with schools, educators, lay leaders, partner organizations, alumni, families, and community stakeholders while cultivating connections with current and future donors and connectors you meet in your key role at BJE.
- Collaborate with our team to enhance BJE's events, programs, and campaign initiatives. Your support makes a difference, and together we can create memorable experiences and impactful moments.
- Respect and maintain the highest standards of confidentiality and privacy with information obtained about BJE donors, staff, service providers, service recipients, partners and all other constituents.
- Take on any additional responsibilities that may be assigned to you.