

Campaign Services Associate Philanthropic Planning and Services Team

Hiring organization
Hillel International

Description

Hillel International's Advancement Pillar's Philanthropic Planning and Services Team is seeking a Campaign Services Associate who is excited to be part of a top fundraising team in the greater DC area. We are looking for someone eager to learn about the fundraising industry focusing on customer service, fundraising, and event support and operations. The ideal candidate will be detail-oriented, organized, a team player, a problem solver, and an inquisitive thinker who takes initiative. We prefer Washington, D.C.-based candidates, and the role will report directly to the Associate Director of Philanthropic Planning and Services. What You'll Do Manage donor inquiries through phone and email by providing general customer service support, accepting donations, and answering questions. Oversee donor correspondence and documentation, including producing all acknowledgment letters, pledge reminders, tribute gift notifications, and thank you call portfolio. Be a key partner to the events team in the implementation of signature Advancement Pillar events and stewardship including tracking and reporting on attendance, mailing lists, and event success. Become an expert in Salesforce Nonprofit Success Package (NPSP) to build and pull donor and activity reports, and maintain accurate donor and gift records. Play a crucial role in gathering, sharing, and reporting on donor-related information with key programmatic teams across the organization. Support constituent and prospect research processes and projects. Participate as a core member of the Philanthropic Planning and Services Team to support Hillel International's annual campaign goals. Opportunities for special projects as needed. What You Do Well Manage multiple projects simultaneously with a high degree of accuracy and attention to detail. Work as a problem solver with a self-starter and inquisitive mentality and attitude. Provide excellent donor services to both internal and external partners. Strong written and verbal communication skills. Who we're looking for Strong analytical and problem-solving skills. High level of proficiency with PCs and Microsoft OS, Excel, Word, Outlook. Eagerness to learn and develop new skills. Experience in fundraising or customer relationships preferred. Familiarity with constituent or donor management database tools preferred. Commitment to maintain confidentiality and a high degree of accuracy in constituent records. Bachelor's Degree Required as is 0-2 years of experience. What You'll Get Hillel has a comprehensive benefits plan that includes medical, dental, and vision insurance, paid time off for Jewish and federal holidays, an informal "take what you need" vacation policy, and a flexible work-from-home policy. Competitive salary in the non-profit marketplace with a salary range of \$45,000 - \$50,000. Great professional development, mentoring, and skill-building opportunities. Independent and hands-on work in an exciting environment. #LI-REMOTE Please mention the word ****ADULATE**** and tag **RMzQuMTQ1LjI0MC4xMDY=** when applying to show you read the job post completely (**#RMzQuMTQ1LjI0MC4xMDY=**). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Job Location

Remote

Date posted

May 31, 2024

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