

# Campaign Services Associate Philanthropic Planning and Services Team

## Description

Hillel International's Advancement Pillarâ??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 Youâ??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 Internationalâ??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 weâ??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 Youâ??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 â??take what you needâ?? 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  
**#LIREMOTEPlease** 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.

## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)

## Hiring organization

Hillel International

## Job Location

Remote

## Date posted

May 31, 2024

[Apply Now](#)