



Development Operations Associate

Location: Remote, anywhere in the US

Description: Part-time, 30 hours per week

Start Date: July 2023

Salary: \$38-\$43,000 for 30 hours per week

Avodah believes that Jewish leaders have the power to help change our country for the better. For the past 25 years, Avodah has built a vast network of Jewish leaders who have come through our programs and now lead communities across the country, created a robust educational curriculum with which we have reached tens of thousands in the broader community, and developed an unparalleled analysis of social justice issues through a Jewish lens.

We train and support emerging and current leaders with the tools, knowledge, and networks they need to contribute their skills and passion to advancing social justice across the country and deepen the fabric of our diverse Jewish communities. Avodah's [Jewish Service Corps](#), [Justice Fellowship](#), [Alumni Network](#), and [Institute for Social Change](#) have sparked thousands of Jewish leaders to do justice work, added millions of dollars in critical staff capacity to anti-poverty organizations, and helped strengthen Jewish life in the United States.

Position Overview: The Development Operations Associate is a key part of Avodah's development team, helping to process donations, run fundraising reports, and analyze data to support our development campaigns. They report to the Director of Technology and work closely with the Director of External Affairs. This is a great position for someone looking to learn more about nonprofit fundraising, particularly the operations side of development work, and for people interested in nonprofit database administration.

Specific responsibilities may include:

- Daily entry, coding, and batch validation of donations for all Avodah sites in Salesforce;
- Prepare and send donor acknowledgement letters and manage personalization of same;
- Support administration of the Salesforce database and related integrations;
- Assist in the planning and preparation of fundraising mailings
- Create a variety of database reports as needed, including mail and email lists;
- Provide support for and help manage digital and print fundraising campaigns, and other activities for the development team as needed;
- Perform data analysis following fundraising campaigns and provide insight on development data implications;
- Manage Avodah's use of our online giving platform;
- Attend development team meetings;
- Research prospective foundations and individual donors;
- Provide support for other activities for the development and operations teams as needed.

About you:

We are looking for candidates who have the skills and competencies listed below. We know that not all applicants will have all of the desired qualifications, and we encourage you to apply if you meet many of them and think you'd be a strong candidate for the role.

- **You love working with data** and have strong skills in data analysis and logic. Experience working with Salesforce or another donor database is a plus;
- **You are detail oriented and highly organized** and have tools to manage multiple priorities and keep track of details;
- **You have experience and feel confident in quickly learning new technology systems**
- **You are a collaborative team player** who can work well with multiple teams; and
- **You are committed to social justice and anti-oppression work**

What we offer:

- **Healthcare:** 100% employer paid medical, dental, and disability insurance
- **Time off:** Vacation days (starting at 15 for full time staff and increasing with paid employment) and sick time (12 per year for full time staff), plus paid time off for Jewish and secular holidays. Time off benefits are prorated for part-time staff.
- **Generous paid parental leave policy**
- **Flexible spending account options**
- **Retirement savings plan** with an employer contribution after 90 days of employment
- **A flexible work schedule**
- **Professional development funds** and opportunities to learn and grow
- **A strong organizational culture** and supportive team with employee well-being prioritized, and significant flexibility
- **Commitment to creating a diverse and inclusive workplace** that enables everyone to bring their full self to work and make a positive impact on the world
- **Being part of a passionate team** of people who are devoted to Avodah's mission

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

Working Conditions/Physical Demands:

Please be in touch with any questions or accessibility needs you have so we may work with you on these.

To apply:

Please click [this link](#) to apply. Due to the volume of applications, we are only able to respond to those applicants granted an interview. Applications will be accepted until a hire is made and interviews will be set up on a rolling basis. Please direct any questions to jobs@avodah.net.

Creating a more just world is a core part of our mission, and Avodah is working to continually strengthen our efforts towards equity and inclusion in the workplace. We strive to build a diverse team that brings with them a variety of identities, backgrounds, perspectives, and skills. Sephardic and Mizrahi Jews, people of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from poor or working-class backgrounds are strongly encouraged to apply. Avodah is an equal opportunity employer.