



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE: Development Operations Associate**

**SUPERVISOR: Chief Development Officer**

**STATUS: Full-time, in-person**

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who enjoys bringing people together, building a community and creating a culture of philanthropy.

### KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### POSITION OVERVIEW

We are seeking a **Development Operations Associate**. This is a full-time position that provides overall administrative support to the Development Office of the Kaplen JCC on the Palisades. This position is responsible for the workflow and effectiveness of all development operations: gift processing and reporting, donor information, and record keeping for campaigns, appeals, and events. The Development Operations Manager plays a key role in ensuring the accuracy and integrity of donor systems and data.

The ideal candidate is an excellent project manager, thrives in a team-oriented environment, and is committed to ensuring that agency-wide fundraising is successful. Under the guidance of the Chief Development Officer, the candidate will contribute to the strategy and growth of a thriving institution

that has served as an important part of the Bergen County Jewish community for nearly seventy-five years.

## **RESPONSIBILITIES AND OPPORTUNITIES**

- Manage day-to-day processing of gift and pledge data entry (Salesforce NPSP), transaction processing, acknowledgement letters, receipts, matching gifts, recurring giving, tribute and memorial gifts, and other outgoing material as appropriate
- Maintain agency wide donor and prospect records, supporting cultivation and stewardship data entry
- Generate reports, analyses, and presentations as requested to highlight fundraising progress
- Work collaboratively with IT and Finance departments to resolve fundraising database and reconciliation issues
- Track, monitor, and assist with the implementation of all recognition for donors and corporate sponsors throughout the agency
- Review criteria, prepare lists, and track results for digital and/or print fundraising appeals
- Coordinate, schedule, and facilitate development department related meetings as needed
- Support the successful implementation of key fundraising and stewardship events as needed
- Assist with individual and institutional prospect research
- Support grants pursuit by collecting and organizing documentation as necessary
- Prepare donor briefings and other materials for cultivation and stewardship activities
- Oversee the production and distribution of calendar year donation reports
- Assist with donation reconciliation with the Finance department
- Other duties as required

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- Minimum two years development operations or administrative support experience
- Previous experience with Salesforce/NPSP preferred (other CRM database acceptable), and working knowledge of development data management best practice
- High-level knowledge of all Microsoft Office applications
- Demonstrated organizational skills and high attention to detail
- Excellent customer service skills and ability to communicate professionally with internal and external audiences
- Flexibility to work evenings and weekends as necessary for agency events
- A Bachelor's degree or equivalent professional experience is required

## **SALARY RANGE**

\$55,000 - \$65,000- commensurate with experience

## **BENEFITS**

Full-time: Complimentary JCC family or Individual membership  
employee discounts on all programs, services and events  
Generous paid time off, paid floating federal holidays, paid Jewish holidays  
Health and dental insurance  
403b employer contribution  
FSA/HSA options  
Life insurance  
long-term disability

This job description is not intended to be all-inclusive, and the Development Operations Associate will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To Apply:** Please send cover letter and resume to Shani Waismel-Stein at [recruiting@jccotp.org](mailto:recruiting@jccotp.org)