Development Associate Job Description

Job Title:	**Development Associate**
Reports to:	**Development Director**
Position Type:	**Full-Time, Non-Exempt**
Location:	**New York, NY 10017**

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel's security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

Summary
Israel Policy Forum is seeking a full-time **Development Associate**, an important member of the development team. Key responsibilities include processing donor acknowledgment letters, doing donor and prospect research, and managing donor meeting logistics. In addition, this position will provide general administrative and scheduling support to the Executive Director and Development Director, such as arranging meetings with donors and board members, preparing donor packets, making travel arrangements, and taking meeting minutes.

Key Development Responsibilities
- Prepare and send acknowledgement letters
- Prepare materials for donor meetings
- Produce donor and prospect research
- Manage logistics for donor meetings and annual delegations to Israel

Key Administrative Responsibilities
- Manage schedules and travel logistics for Executive Director and Development Director, including booking flights and hotels
- Manage travel logistics for event speakers, including booking flights and hotels and managing expense reimbursements
- Arrange logistics for quarterly board meetings and other meetings as needed, and take meeting minutes
- Answer incoming phone inquiries and manage incoming and outgoing mail
- Provide day-to-day administrative support to the Executive Director and Development Director, as needed

Skills and Qualifications
- A minimum of 2 years of work experience, preferably in the nonprofit sector
- Experience supporting executive and senior staff
- Ability to represent Israel Policy Forum to donors and interact with members of the board
- Meticulous attention to detail and accuracy
- Proficiency with Microsoft Office and experience with Salesforce database
- Highly organized with excellent time management and planning skills

- Ability to efficiently and accurately manage multiple projects in a fast-paced environment
- Strong verbal, written and interpersonal communications skills
- Bachelor's degree required
- Strong commitment for Israel Policy Forum's mission

This is a full-time, non-exempt position, with very occasional evening or weekend work if needed. The annual salary range is $42,500-$48,500, depending on experience. Benefits include generous paid time off; health, dental and vision benefits; and a 401(K) match.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please submit a resume and cover letter stating why you want to work at Israel Policy Forum to Samantha Pohl at apply@ipforum.org with "Development Associate" in the subject line.