

Job Title: Development Coordinator  
Industry: Internet/Online/Media  
Benefits: 403B, Health, Dental/Vision  
Schedule: Fulltime, Monday-Friday  
Job Location: Remote  
Salary: \$50K-\$60K, with annual bonus opportunity

**70 Faces Media**, the largest and most diverse Jewish digital media company in North America, is seeking an energetic and collaborative person to join the team as **Development Coordinator**. This is an important role for someone capable of creating and taking ownership over systems and processes that will enable the department to operate efficiently and effectively. The Development Coordinator will play an integral role in the development department, coordinating its day-to-day operations and supporting the CEO and VP of Development.

#### Who You Are:

- You're organized and enjoy creating systems from the ground-up.
- You're adaptable to different work styles.
- You're a motivated self-starter, and you don't need reminders to get the job done.
- Juggling requests from multiple people – and fulfilling those requests quickly – comes naturally to you.
- You're interested in learning more about the field of philanthropy and fundraising.
- You're excited by 70 Faces Media and eager to join a team of collaborative, mission-driven colleagues.

#### Job Responsibilities:

- Provide exemplary administrative support to the CEO and VP of Development including scheduling meetings, maintaining calendars, and arranging travel.
- Work in partnership with appropriate staff to coordinate meetings that involve additional members of the Management Team.
- Draft meeting agendas, take meeting minutes, and coordinate follow-up to meetings in partnership with VP of Development.
- Take ownership of Board meeting preparation, execution, and follow-up, including managing logistics, preparing materials, tracking attendance, taking meeting minutes, and coordinating next steps.
- Schedule meetings with donors, prospects, and board members and assist with meeting follow-up as needed by VP of Development.
- Work collaboratively with all members of the development team to ensure that prospect and donor data and actions are entered and are accurate in donor database.
- Enter data, including meeting notes, future tasks, gift receipt, and gift acknowledgement in donor database.
- Manage gift and grant processing in donor database, coordinating with finance to ensure that appropriate billing is tied to each gift.
- Coordinate processing and acknowledgement for all gifts received.
- Generate gift and other reports, as needed.
- Conduct prospect research and create prospect profiles.
- Assist with the planning, organizing, and execution of cultivation and stewardship events.
- Assist with the development of major gift proposals.
- Coordinate mailings with wide-reach, such as solicitation mailings.

#### Desired Skills and Experience:

- Excellent interpersonal, verbal, written, and digital communication skills
- Detail-oriented and effective time management skills
- Familiarity with, or quick ability to learn about and master, donor databases
- Ambition and capacity to learn about digital media and online publishing

- Ability to multitask and manage multiple projects and priorities
- Self-starter and independent worker, while also being a team player
- Integrity to handle confidential materials

**About 70 Faces Media:**

70 Faces Media is a mission-centric non-profit that publishes six brands that educate, engage, and connect people to Jewish knowledge and Jewish community: the Jewish Telegraphic Agency, My Jewish Learning, Kveller, Hey Alma, The Nosh and the New York Jewish Week. Those brands welcome a combined 3 million+ users per month to their websites, while serving 300,000+ regular email subscribers. This is a time of momentum for 70 Faces Media, which is increasingly viewed as being on the forefront of creating infrastructure for Jewish engagement online, and adopting innovative content and marketing strategies for reaching diverse audiences. This dynamic, fast-moving organization now employs a growing, 45-person team, with scores of freelance contributors across North America and around the world.

**We Encourage You to Apply:**

At 70 Faces Media, we value diversity, and we encourage all to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

**How to Apply:**

To apply for this position, please send a resume and cover letter to [devjobs@70facesmedia.org](mailto:devjobs@70facesmedia.org) with "Development Coordinator" in the subject line.