

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 organization as **Development Coordinator**. This is an important role for someone capable of taking ownership over systems and processes that enable the CEO and development department to operate efficiently and effectively. The Development Coordinator will play an integral role in the organization, supporting the CEO and the VP of Development, and coordinating the day-to-day calendar of the CEO and operations of the development department.

Who You Are:

- You're organized and can work within established systems, while being flexible and open to change.
- 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.
- 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 board committee meetings.
- Schedule meetings with donors, prospects, and board members and assist with meeting follow-up as needed by the CEO and VP of Development.
- Manage donor database and maintain data accuracy and integrity; enter prospect, donor, and board member data, including meeting notes, future tasks, gift receipt, and gift acknowledgement in donor database.
- Manage processing and acknowledgement for all gifts received, coordinating with finance to ensure that appropriate billing is tied to each gift.
- Generate gift and other reports, as needed.
- Assist with the planning, organizing, and execution of cultivation and stewardship events.

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
- 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 the largest and most diverse Jewish digital media company in North America. Through our expanding portfolio of brands, products, and events, we serve as the digital connective tissue of the Jewish community, meeting people where they are and providing them pathways to deepen knowledge, connection, belonging, and meaning. Our six brands – the Jewish Telegraphic Agency, My Jewish Learning, Kveller, Hey Alma, The Nosh, and the New York Jewish Week – educate, engage, and connect people to Jewish knowledge and Jewish community, seeing a combined 5M+ average monthly page views to their websites and serving 400,000+ 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-paced organization now employs a 50-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 with “Development Coordinator” in the subject line.