



JOB DESCRIPTION

Campaign Associate
25 Broadway, New York, NY

To Apply: A Wider Bridge is an equal opportunity employer. Qualified and interested candidates should email a cover letter and resume to Sheridan Bahar, Operations Manager, at Sheridan@awiderbridge.org.

A Wider Bridge – the North American pro-Israel LGBTQ advocacy organization, dedicated to advancing equality for Israel and equality in Israel – is seeking an organized, motivated, social and detail-oriented Campaign Associate based in New York City. The ideal candidate has a minimum of 1-3 years of development and administrative experience, a passion for Israel and LGBTQ life and community, and a desire for institutional advancement in the development and/or non-profit administration fields.

The Campaign Associate plays an integral role in ensuring A Wider Bridge’s fundraising efforts and financial administration run smoothly, timely, and effectively. The Campaign Associate will report to the Development Director and will also provide ongoing administrative support for the Executive Director and Board of Directors. This is a full-time, exempt employment position that requires the flexibility to work nights and weekends at peak times in the year, along with flexibility to attend community events, and flexibility for work travel.

I. Duties & Responsibilities

1. Development (50%)

- a. Oversee, implement and ensure the timely execution of A Wider Bridge development systems and operations
 - i. CRM (Little Green Light) Management: on a timely, recurring basis...
 1. process donations and pledges
 2. code prospects and other donor initiatives
 3. send donation acknowledgement letters and pledge invoices and reminders
 4. manage database account de-duplication
 5. update donor information on a rolling basis and maintain ongoing information cleansing
 - ii. Assemble weekly development reports for staff meetings and run other reports as needed
 - iii. Assemble monthly reports of all development and programming revenue

- iv. Assist with administrative support in ongoing stewardship of existing donors
 - v. Manage other development systems of A Wider Bridge and ensure all transactions are tracked, exported and recorded clearly and properly in LGL
 - b. Prospect research and management
 - i. Use prospect research tool to determine wealth and capacity of identified donors and funders
 - ii. Use social media (Facebook, LinkedIn, etc.) to determine connections to prospects based on current known connections to A Wider Bridge
 - iii. Read annual reports, gala programs, etc. to find new donor and funder prospects
 - iv. Collaborate with Development Director to create briefing memos for meetings with prospects
 - c. Assist with materials for institutional funders
 - i. Help prepare grant letters, letters of interest, reports and updates for institutional funders
 - ii. Maintain grant calendar for reports, grants and other materials
 - d. Develop mass email and direct mail campaigns for \$1000 and below donors.
 - i. Write copy and pull lists for approximately 6 to 8 mass email campaigns per year (Pride, U.S. Holidays, Jewish/Israeli holidays, etc.) in collaboration with the Communications Director and Development director.
 - ii. Write copy and pull lists for approximately two direct mail campaigns per year.
 - e. Fundraising Event logistics
 - i. Lead all physical event logistics
 - 1. ordering supplies and food/beverage
 - 2. contacting vendors for quotes
 - 3. maintaining supplies for all events (e.g. office supplies, pledge cards, etc.)
 - 4. oversee event set-up and clean up
 - ii. Lead all soft event logistics
 - 1. updating RSVP forms in LGL
 - 2. maintaining RSVP list
 - 3. running attendee reports
- 2. Operations (25%)
 - a. Provide ongoing support to the Executive Director, Development Director, and Board Members as needed.
 - b. Perform administrative duties:
 - i. coordinate meetings, calls, and events for staff, Board Members and lay leaders
 - ii. handle ingoing and outgoing office email, phone, and mail as required;
 - iii. Take notes and meeting minutes in staff meetings and others as needed
 - iv. manage office calendars
 - c. Supply and Vendor Relationships

- i. Monitor office supply and program supply inventory and manage orders and reorders on a rolling basis.
- ii. Manage relationships with office and program vendors.

3. Finance (25%)

- a. Maintain complete confidentiality about and safeguard A Wider Bridge financial and personnel information.
- b. Finance
 - i. Oversee bank accounts (Wells Fargo, Fidelity), office cards (Wells Fargo) and fundraising systems (Paypal, Square, Donorbox) to ensure proper and accurate usage
 - ii. Generate and collect AWB invoices (fundraising, trip payments, vendors and otherwise)
 - iii. Pay vendor invoices by credit card, check, or money wire, and file appropriately in Dropbox
- c. Accounting
 - i. Code monthly expense and revenue data for office accounts and credit cards
 - ii. Review monthly staff expense reports for Treasurer's approval
 - iii. Review monthly financial reports from Accountant for accuracy
 - iv. Assist in the annual audit data collection process in partnership with the Executive Director and Treasurer.

II. Qualifications & Skills

- 1. An exceptional attention to detail in creating and maintaining systems for organization and efficiency
- 2. Exceptional interpersonal skills with the ability to collaborate and engage with varying personalities and political beliefs
- 3. A strong connection and desire to support the LGBTQ communities in North America and Israel
- 4. A minimum of 1-3 years development or non-profit administration experience
- 5. Demonstrated ability to handle multiple projects and priorities simultaneously
- 6. Specific Skills
 - a. Microsoft Office Suite (Word, Excel, PowerPoint)
 - b. Google Office Suite (Sheets, Docs, Slides)
 - c. Knowledge of or familiarity with Dropbox, Expensify, Slack, Mailchimp, and Zoom (and/or their equivalents)
 - d. Knowledge of or familiarity with CRM systems; Little Green Light a plus
- 7. Bachelor's Degree or equivalent work experience

III. Compensation: Salary is commensurate with experience. The range of benefits includes medical insurance, monthly cellphone bill compensation, vacation and other paid leave.