



PARK AVENUE SYNAGOGUE

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 1,800 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

The Development Assistant will complete the three-person Development office at Park Avenue Synagogue, tasked with raising more than \$5 million annually through two principal fundraising efforts – the Kol Nidrei Appeal and Gala – alongside other ongoing development opportunities.

We are looking for a self-starter who is poised and articulate, organized and accurate. We are also looking for a team player who is flexible and able to adapt to short- and long-term shifts in their job duties as we continuously seek to have a greater impact. This person will need to be comfortable with everything from data entry to interacting with high level donors in a fast-paced and professional office environment.

RESPONSIBILITIES:

Donor Relations

- Process all gifts made to Park Avenue Synagogue by both members and non-members and maintain responsibility for the accuracy of records across all internal tracking systems and Salesforce
- Prepare all acknowledgement letters, honoree and in memoriam notifications, paying close attention to timeliness, nuance, and personalization
- Field phone calls and handle any necessary follow-up for all members, and non-member donors
- Prioritize and respond to all inquiries received through the development@pasyn.org and donations@pasyn.org inboxes



PARK AVENUE SYNAGOGUE

Data Management

- Generate reports for key stakeholders including the Director of Development, Board Chairman, Board Treasurer, Senior Rabbi, and Executive Director
- Perform reconciliations across Development and Accounting records, working closely with members of the Accounting Team to identify and correct discrepancies
- Manage all financial record-keeping, invoicing, and reimbursements
- Oversee the data hygiene of the department

Event Management

- Coordinate cross-departmentally to manage logistics, including, but not limited to, Communications, Facilities, Security, and Catering
- Handle RSVPs and any necessary post-event follow up
- Attend periodic events outside of work hours

QUALIFICATIONS:

- Excellent organizational skills and a keen attention to detail
- Capable of managing multiple projects and tasks at one time and communicating progress of tasks effectively
- Able to work in a dynamic environment with changing demands and expectations and flexible to new tasks
- Strong interpersonal and customer service skills, including the ability to be warm and welcoming by phone and email
- Demonstrate good judgment and an ability to discern when discretion is needed
- Open and receptive to ideas and feedback
- Fluent in Microsoft Word, Excel, Outlook and PowerPoint; knowledge of Salesforce is a plus
- Past fundraising experience and an interest in the Jewish community is also a plus

ANNUAL SALARY: \$45,000. Comprehensive benefit package. Qualified candidates should submit a brief cover letter and a resume to Zawnia Dehaney, Director of Human Resources at jobs@pasyn.org

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Park Avenue Synagogue encourages you to apply.