



OPERATIONS AND CAMPAIGN COORDINATOR- JNF LONDON

Background:

The Jewish National Fund is a registered charitable organization that has cared for the land of Israel for decades. This mission took the role of planting trees, building water reservoirs, preserving natural habitats, and building parks and bicycle trails. More recently, JNF Canada has taken on projects to build the social infrastructure of the land of Israel for the benefit of the People of Israel. We partner with a variety of Israeli institutions and NGOs to build social service infrastructure to benefit vulnerable populations such as youth-at-risk, victims of domestic abuse, children with special needs, veterans, and the poor. JNF Canada is Building the Foundations of Israel's Future. The Jewish National Fund of Regional Ontario has offices in London, Hamilton, and Windsor. We are also comprised of several small cities across Ontario.

Position Summary:

Under the direction of the Executive Director of Regional Ontario, the Operations and Campaign Coordinator will be responsible for the management and maintenance of the donor database. We are looking for a self-motivated and dynamic relationship builder who is helpful, efficient, and has an eye for detail and accuracy.

Specific responsibilities include, but may not be limited to:

Operations

- Coordinates campaigns, appeals, and events under the supervision of the Executive Director
- Fulfills donor requests: tributes and inscriptions
- Maintains spreadsheets and accuracy of donor database (pledges, processing, deposits, constituent information)
- Donor data upkeep and financial entry in the Raisers Edge database
- Fiduciary responsibilities for London; contact with bookkeeper in Hamilton office
- Preparing credit card payments for processing
- Making deposits at the Bank (cash, cheques, coins)
- Invoicing
- Point of contact with internal and external stakeholders (including but not limited to: donors, sponsors, national staff, suppliers, service providers, dignitaries)
- Updating JNF Regional Ontario website
- Draft agendas, record, write, and distribute meeting minutes and materials to board members, committee members, and staff
- Liaise with JNF Canada marketing and graphics staff, as part of an integrated team, to coordinate content for biweekly newsletters, prepare digital and print marketing material, and engender timely and ongoing communication about upcoming events
- Other office support duties and/or events, including but not limited to: Outreach to various community organizations regarding JNF events, campaigns and work in Israel including email blasts in coordination with the National staff.



Campaigns & Events

- Coordinates key JNF campaigns and events:
 - Negev Dinner
 - Tu Bi'Shevat/Annual Campaign
 - Blue Box Day
 - High Holiday Campaign
 - Emergency Campaigns
 - JNF Future for young adults
- Campaign follow-up

Knowledge, Skill, Abilities:

- Excellent communication skills (verbal and written), interpersonal, and problem-solving skills
- Superior organization, flexibility, and multi-tasking skills
- High degree of initiative and ability to prioritize tasks in a positive and effective manner, meeting critical deadlines
- Outgoing, positive, confident professional with a warm disposition
- Demonstrate commitment to the highest standards of ethical practice
- Ability to condense and package information in a visually appealing and logical manner
- Understand the need for professionalism, discretion, and patience when communicating with donors and volunteers
- Accuracy and attention to detail is imperative
- Proficient keyboarding skills and proven in-depth knowledge of Microsoft Office Suite
- Experience with Raiser's Edge/NXT fundraising software an asset
- Experience using social media platforms including Facebook, Twitter, and Instagram an asset

Office Location:

Location of work is 500-536 Huron St., London ON, N5Y 4J5.

Working Conditions:

The nature of the work is such that some evening and weekend work is required.

Interested applicants please submit your resume and cover letter to:

Orna Richter- Executive Director
Jewish National Fund of Regional Ontario
orna.richter@jnf.ca

No phone calls please. We would like to thank all who apply, but only those selected for an interview will be contacted.