

### ***Development Coordinator***

For Immediate Hire (part-time 20 hours per week)

#### **Overview**

Hillel Torah North Suburban Day School (Skokie, IL) seeks a task-oriented and motivated Development Coordinator to play a key role in the day-to-day functions of fundraising. This position works closely alongside the Development team, anticipating and responding to a variety of needs and creatively implementing systems and strategies to maximize the full Hillel Torah development team's efficiency and impact.

The ideal candidate brings a minimum of 3-5 years of experience in nonprofit fundraising and/or operations, has an independent and enthusiastic work style, and is comfortable wearing multiple hats within a collaborative and energetic team.

#### **Key Responsibilities**

- Support the Development office in all fundraising and operational functions within the organization
- Work closely with a small and close-knit group of colleagues to promote a seamless, supportive, and productive workflow
- Support the planning and logistics of all Hillel Torah fundraising events, including the Annual Golf Outing, donor stewardship and Society of Patrons event, and community fundraising initiatives
- Support the logistics for all direct mail appeals and online solicitations
- Process donor acknowledgements, ensuring proper and timely stewardship of all contributions to Hillel Torah
- Maintain and update the donor database, ensuring data integrity for all donor contacts and gift records
- Maintain knowledge of and rapport with Hillel Torah stakeholders, including students, major donors, lay leaders and prospective families
- Other duties as assigned

### **Qualifications & Skills**

- 3-5 years of work experience, preferably in the nonprofit sector
- Excellent written and verbal communication skills
- Project management expertise with ability to prioritize and meet deadlines
- High level of comfort with fundraising and operational functions and systems
- Proficiency with Microsoft Suite, Google Suite and nonprofit CRMs (familiarity with Bloomerang a plus)
- Ability to be adaptable and responsive in a fast-paced and fluid office
- Willingness to work flexible hours needed to complete job requirements, including occasional nights, weekends.
- Passion for Jewish life and commitment to Jewish education

**About Hillel Torah:** Hillel Torah North Suburban Day School, founded in 1962, is a preschool through eighth grade co-educational Modern Orthodox Jewish Day School committed to progressive education and excellence in both Judaic and General Studies. We are located in Skokie, IL and serve over 400 students. Hillel Torah is a vibrant and supportive team-oriented work environment. Salary commensurate with education and experience.

**To apply:** Send resume and cover letter to [dov.shandalov@hilleltorah.org](mailto:dov.shandalov@hilleltorah.org).