



**Development Associate**  
Full-Time, Year-Round

Hillel Torah North Suburban Day School, located in Skokie, Illinois, is seeking a qualified, task-oriented, and professional Development Associate to play a key role in the day-to-day operations of the Development Department. The Development Associate works closely with the Director of Development to organize, oversee, and coordinate department communications and initiatives, invoicing, and receipts. This position requires exceptional organizational and computer skills, keen attention to detail, excellent communication skills, and a strong commitment to maximizing the efficiency and impact of Hillel Torah's Development Department.

**Key Responsibilities:**

- Support the Development Department in all fundraising and operational functions
- Support the planning and logistics of Hillel Torah fundraising/development events, such as the Annual Golf Outing, Grandparent Day, Society of Patrons Appreciation event, and other stewardship/fundraising initiatives
- Support the logistics of all direct mail appeals and online solicitations
- Process donor pledges and receipts, ensuring proper and timely acknowledgment of all contributions to Hillel Torah
- Maintain and update the donor database, ensuring data integrity for all donor contacts and gift records
- Create and maintain various spreadsheets such as those necessary for Grandparents, Golf, and Society of Patrons
- Create and schedule weekly email Class Updates to grandparents
- Ability to work occasional evenings and weekends, usually prior to a major event
- Other duties as assigned

**Qualifications & Skills:**

- 3-5 years of experience, preferably in development, fundraising, or related fields; experience in nonprofit organizations is a plus
- Strong written and verbal communication skills
- A self-starter who can work independently and a team player who assumes best intentions and brings a positive attitude to their work
- Highly organized with the ability to manage multiple tasks 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
- An understanding and appreciation of the Jewish faith and commitment to Jewish education

**About Hillel Torah:** We are a dynamic and innovative Jewish private school preparing the leaders of tomorrow. Our progressive, child-centered approach promotes academic excellence in both general and religious studies. We encourage our students to develop a life-long commitment to learning and to the global community.

**To apply:** Send resume and cover letter to Morrine Sweer, [morrine.sweer@hilleltorah.org](mailto:morrine.sweer@hilleltorah.org)