



Development & Database Associate

Camp Ramah in the Berkshires is an established, growing and widely-respected non-profit organization based in Bergen County, NJ that operates a residential summer camp in Wingdale, NY.

Camp Ramah in the Berkshires is seeking a full time Development & Database Associate to support the year-round Development/Advancement department various administrative tasks, as well as to provide management over the database system. The position will report to the Associate Development Director with some additional oversight by the Director of Institutional Advancement. This role will have the unique opportunity to assist and learn about all aspects of Camp and the many programs Ramah Berkshires provides.

Essential Job Functions

Primary Roles and Responsibilities:

Administrative Support:

- Process checks using the systems and processes in place
- Create donor folders for Director of Institutional Advancement and Camp Director as needed
- Coordination and execution of major donor mailing appeals (2/year)
- Mailings for camper, alumni, and major donor gifts
- Reconciliation with Accounting and Development department donor gifts through credit card processors Cardpointe and Stripe, monthly, quarterly, and yearly
- Assist in scheduling meetings with volunteers and vendors,

- Produce and oversee the donor acknowledgement process
 - Including:
 - Writing, printing, and sending donor acknowledgement letters
 - Tribute donations via email and snail mail
 - Oversee the making, sending and tracking of tribute notifications for donor acknowledgement
- Assist Director and Director of Institutional Advancement in managing portfolio of donors and prospective donors
- Create prospect research profiles for select prospective donors
- Other duties as assigned

Database Management:

- Management of donor and donation records in our CRM:
 - Includes gift entry, demographic updates, combining households, reconciling between two databases
 - Accurate donation entering into the database with special coding important to the development department for reporting (Fund, Campaign, Appeal)
 - Update and maintain Development records in our Salsa Engage (email server and lists) and Salsa CRM Donor database (constituent records including donations, one-on-one donor meetings, cultivation, moves management and more)

Event Support:

- Provide event support prior to, and at, all of our annual events including sitting at registration and interacting with guests with a smile
 - These events include:
 - Parlor meetings at donor homes (approx 3/year)
 - Annual Gala (1/year)
 - Annual Golf & Pool Outing (1/year)
 - Visiting Day (1/year)
- Serve as the lead for the Annual Gala's silent auction from start to finish

Development Reporting:

- Run and format reports as needed (For example: year to date comparisons, progress to date, etc...)
- Run monthly progress reports
- Create various mailings as needed

Qualifications

- Impeccable attention to detail and organizational skills
- Ability to work independently and as part of a team
- Ability to work as part of a fast paced development team
- Comfortable taking direction and instruction
- Proficient in Microsoft Word, Excel, Outlook, Google Docs, and Sheets (knowledge of mail merge and name tags)
- Comfortable and willing to learn new software systems
- Strong written and oral communication skills
- Integrity, patience, adaptability, enthusiasm, and an understanding of development and the Jewish nonprofit community

Salary and Benefits

- Base Salary range of \$45,000-\$55,000
- 403b with Employer Contribution
- Medical, dental, and vision options
- Customary additional benefits
- This role is located year round in Teaneck, NJ and is a hybrid work model
- Go home every day feeling like you made the camp and the world a better place

Qualified minorities and/or women are encouraged to apply; EEO.

Resumes should be sent to estlifer@ramahberkshires.org