



## Development Coordinator

**Organization:** Chabad on Campus International

**Location:** Brooklyn, NY

**Position Type:** Full-time

### About Chabad on Campus International (COCI):

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

Based in Brooklyn, New York, COCI has a team of over 30 dedicated individuals and an annual operating budget of \$20M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

### Position Overview

The Development Coordinator supports the development department by managing the donor database, processing donations, coordinating donor acknowledgments, and assisting with the administrative functions essential for successful fundraising operations.

### Position Responsibilities

- **Donor Database Management:** Manage and maintain the accuracy of the donor database, identifying, troubleshooting, and ensuring up-to-date donor information.
- **Recordkeeping:** Ensure that all recordkeeping is accurate and timely with respect to donations, pledges, payments, reports, acknowledgments, and related stewardship.
- **Database Utilization:** Effectively utilize the donor tracking database through accurate entry, advanced reports, and integrated communication options.
- **Donor Acknowledgment:** Ensure that all donors receive proper acknowledgment for their contributions and timely receipt distribution.
- **Inventory & Administrative Support:** Maintain supplies inventory and assist with administrative tasks for the department.
- **Grant & Major Gifts Reporting:** Assist VP of Development with reporting and acknowledgment for grants and major gifts.
- **Executive Task Support:**
  - Provide general executive support to fundraisers, ensuring that administrative tasks are completed efficiently and on schedule.



- As needed, assist with preparation for meetings, presentations, and other high-level tasks.
- **Monthly Reporting to Finance:** Prepare monthly reports to the finance department detailing donations, pledges, payments, and other financial information related to donor activity.
- **Internal Live Tracker & Data Maintenance:** Maintain and update the internal live tracker to ensure data integrity for reporting.

### **Knowledge, Skills, and Experience**

- 1-2 years of administrator experience
- Great written and verbal communication skills
- Software and systems skills; fluent in Google Suites
- Organized, methodical, detail-oriented

### **Benefits**

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

**Compensation:** \$45,000 to \$60,000, depending on experience.

### **Apply**

Please click [here](#) to submit your cover letter, resume, and salary expectations.

**We look forward to achieving great things together!**