

Do you have a passion for being a part of creating change in the world? Are you interested in working in the fundraising arena? Are you freakishly organized and have a hawk's eye for details? Do you care about fonts, paper, brand and content? Are you socially conscious?

The JFM Group LLC is looking for a Fundraising and Event Associate to join their team!

This position will allow you the opportunity to work in a small, fast paced office with fundraising and event professionals to plan and execute premier fundraising events for some of New York's (and the world's) most highly-regarded non-profit organizations.

The Fundraising and Event Associate is responsible for assisting the Fundraising and Event Managers in the strategy, planning and execution of high-level fundraising events and will work on key aspects of the fundraising and event management plans on all assigned projects, including but not limited to:

With support from the management team

- Be a part of creating the overall strategic plan; contributing specific fundraising ideas
- Create and maintain the project timeline, budget and revenues
- Help draft solicitation materials
- Manage outreach lists in Excel and updating and editing as needed
- Invitation mailings and RSVP's
- General office responsibilities
- Project, honoree, and fundraising specific research
- Prepare all mail merges and executing all details for mailings
- Follow-up fundraising calls with detailed notes in excel
- Handle donations and tracking all gifts in the revenue report
- Client communication including agenda preparation and recap notes

Qualifications

- Bachelor's Degree required
- A car is strongly recommended for this position
- Not-for-profit, fundraising or events experience a plus

- Ability to multi-task and prioritize responsibilities, work under pressure in fast-paced environment, and interact with wide range of people
- Able to take direction and work independently while also being able to contribute to group discussions
- Highly organized with great attention to detail
- Excellent interpersonal, communication and problem-solving skills
- Proficient in all Microsoft Office and social media applications
- Able to work evenings and weekends/holidays as project requires during peak event times

Salary is commensurate to experience and will be discussed during the interview process along with additional benefits and incentives.

If you are interested in, and experienced for, this position, please submit resume and cover letter to careers@thejfmgroup.com