



JOB OPENING: CONSTITUENCY AND OFFICE SYSTEMS MANAGER

About The Masorti Foundation for Conservative Judaism in Israel:

The Masorti Foundation advances the Conservative Jewish Movement in Israel – known there as the Masorti Movement – through education, advocacy and fundraising support. The Masorti Movement has 80 congregations and communities throughout Israel which welcome all, regardless of age, gender identity or sexual orientation. It is a leading force within Israel promoting religious pluralism, inclusivity, egalitarianism and democracy. The Masorti Foundation is a 501(c)(3) organization, with headquarters in New York City. Learn more at www.masorti.org.

The Position:

The Masorti Foundation for Conservative Judaism in Israel is conducting a search for a **Constituency and Office Systems Manager**. This new position will report to the Executive Director.

The **Constituency and Office Systems Manager** will work closely with the Executive Director, Assistant Director for Development, and the communications and technology advisers to power fundraising, outreach and engagement with 45,000+ current constituents and to broaden our base of support. This individual will oversee and implement the upgrade of our constituency management system to maximize effectiveness in donor outreach, reporting and analysis. This individual also will manage our office and serve as liaison to accounting services and other vendors. The ideal candidate will have experience in Raiser's Edge and fundraising operations, and a commitment to Jewish religious pluralism, egalitarianism and inclusivity in Israel.

Key Responsibilities:

- Manage the migration of our donor and constituent data to Raiser's Edge NXT and ensure data integrity throughout the process.
- Create and produce reports and queries that translate data into actionable information that guides and informs fundraising strategies and metrics.
- Perform data entry and process and acknowledge charitable gifts and pledges, guided by the Assistant Director of Development.
- Produce reports for and liaise with accounting and financial services.
- Establish protocols and best practices for data entry, hygiene, and maintenance and engage colleagues in these functions.
- Collaborate with the Executive Director, development and communications staff and advisers to develop strategies for fundraising outreach and to coordinate print and electronic fundraising, marketing and public education campaigns.
- Produce reports and analyses of responses to e-news action alerts, e-newsletters and social media activity.
- Manage day-to-day operations, including liaising with vendors, billing and other services, and performing other tasks as they arise.

475 Riverside Drive Suite 832 New York, NY 10115 212.870.2216 www.masorti.org

**Qualifications:**

- Bachelor's degree.
- 2-3 years of experience with Raiser's Edge.
- Previous experience with Raiser's Edge data migration, or be a quick study for new constituency management programs.
- Familiarity with office processes and procedures.
- Working knowledge of web development systems a plus.

About you:

- You are a self-starter, proactive, efficient and plan ahead.
- You have strong project and time management skills and are compulsive about detail.
- You "own" your projects and your work and are eager to take on new challenges.
- You are flexible, adapt quickly to changing situations, and thrive when meeting deadlines.
- You connect the dots and have excellent problem solving skills.
- You have excellent written and oral communication skills.
- You are collaborative and a team player.
- You are committed to Jewish religious pluralism, egalitarianism and inclusivity in Israel.

Benefits:

We offer our employees generous paid leave, including time off for Jewish holidays, and a variety of other benefits and opportunities for professional development and growth.

Apply:

To apply, please send a cover letter with your salary expectations, resume and a writing sample to careers.masortifoundation@gmail.com with "Constituency and Office Systems Manager" in the subject line. No telephone calls, please.

The Masorti Foundation is an equal opportunity employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, national origin, sex, gender, gender identity and expression, sexual orientation, disability or veteran status.

21 June 2018