



jewish film institute

Jewish Film Institute Development Assistant

Title: Development Assistant

Reports to: Director of Development and Communications

Status: Part-Time, Non-Exempt, Hourly

Location: San Francisco, California

ORGANIZATION PROFILE

The Jewish Film Institute (JFI) champions bold films and filmmakers that expand and evolve the Jewish story for audiences everywhere. As the presenter of the annual San Francisco Jewish Film Festival, the world's first and most revered event for independent Jewish storytelling, JFI celebrates the spirit of film, inquiry, independence, collaboration, community, and inclusion to turn conversation into action, reframe understanding of Jewish cultures and identities, and nurture networks of filmmakers and artists. The Institute's filmmaker services include the competitive, year-long Filmmaker Residency and the JFI Completion Grants, which provide finishing funds to jury-selected projects.

POSITION SUMMARY

The Development Assistant is a key member of JFI's support team assisting with efforts to engage and grow the Institute's diverse community of members, donors, and institutional supporters. The Development Assistant manages and maintains the donor database; processes and acknowledges contributions; ensures donor benefit fulfillment; coordinates data and logistics for mail campaigns, special events, and other fundraising; assists with grant reporting and submissions; creates sponsorship one-sheets; and assists with solicitation and tracking of In-Kind donations. The successful candidate will be self-motivated, detail oriented, have excellent time and project management abilities, strong oral and written communication skills, and thrive in both collaborative and independent settings. Available beginning February 2025 with a hybrid work schedule.

RESPONSIBILITIES

Gift Processing & Database Management

- Maintain accurate institutional, member, donor and prospect information in JFI's donor database including contact, pledge, and gift information. Process and acknowledge all pledges and gifts.
- Ensure accuracy of all data, and protect integrity of member data across donor databases and box office systems.
- Produce timely and accurate donation and membership reports for use by staff and Board.
- Periodically reconcile data with accounting software and Director of Finance and Operations.
- Ensure accurate public lists of JFI donors and members.

Membership

- Assist with questions, information requests, purchases, renewals, and complaints regarding membership.
- Ensure membership benefits are fulfilled for all active members and for Festival and year-round events.
- Prepare communications to current, prospective, lapsing, and lapsed members as needed.

- Assist with membership events as needed, including sending invitations/reminders, tracking attendance, and checking in guests.

Fundraising Appeals

- Maintain project timeline for twice-yearly mailed fundraising appeals.
- Prepare recipient lists and segments.
- Coordinate deliverables with print broker, graphic designer, and direct mail printer.
- Review print proofs of collateral, format letters, and send finished materials to mailhouse.

Grants Management

- Maintain annual grants calendar, encompassing proposals, renewals, LOIs, meetings and other deadlines.
- Draft, edit, and submit grants, in coordination with Director of Development and Communications.
- Attend grantee webinars and information sessions as needed.
- Collaborate with the Director of Development & Communications and others to ensure timely fulfillment of grant reporting and submission requirements.

Sponsorship

- Create one-sheet documents on films/events available for sponsorship.
- Maintain accurate sponsorship tracking data in JFI's project management system.
- Assist with in-kind food/beverage donations as needed.
- Update website with sponsor logos.

QUALIFICATIONS

- Strong project planning skills with the ability to self-direct, meet deadlines, and prioritize among competing goals, while maintaining attention to detail.
- Ability to develop, maintain, and strengthen partnerships and work cooperatively with others on a team and across teams for the benefit of the organization.

NICE TO HAVE

- Competency in Microsoft Office, Google Drive, AirTable, DonorPerfect, Asana, and/or Agile (or any kind of ticket management system).
- Local knowledge of Bay Area film, arts, and philanthropic communities.
- Experience with film festival and event production.

SALARY

This is an hourly, non-exempt position currently scoped at 20 hours/week, \$25/hour. The position has an opportunity for expansion as project needs increase seasonally.

TO APPLY

Please send cover letter, resumé, and writing sample via email to opportunities@jfi.org with Subject: Development Assistant

JFI is an equal opportunity employer. Applicants for paid and volunteer positions, and employees seeking advancement, are considered on the basis of their qualifications, and without regard to race, color, national origin or ancestry, religion, age, sex, perceived gender, sexual orientation, marital or veteran status, HIV status or medical condition, mental or physical disability, or any other characteristic made unlawful by federal, state or local laws.