



Title: Student Development Associate

Employment Dates: January 2016-May 2016

Expected Hours: 10 Hours a week

Compensation:

- Compensated \$10.00 /hour
- Paid on a bi-weekly basis

Reports to: Development Director

Job Description: Berkeley Hillel seeks a highly detail-oriented and self-motivated student (sophomore or junior preferred) to work part-time assisting the development director with fundraising and marketing tasks. This position will require an estimated 10 hours per week. Perfect for a student interested in professional nonprofit work after graduation as development/fundraising skills are valuable in the field. Prior office experience is a plus, but not required.

The development assistant will enter all incoming check and online contributions into the donor database on a weekly basis. She or he will regularly run reports and process acknowledgements for donations. The development assistant will also collaborate on database management strategy and will complete data management tasks.

Based on your unique interests, we're also happy to provide opportunities to assist with marketing, event planning and other development tasks.

To Apply: Please send your resume and an email expressing your interest in the position to Development Director, Dalia Shapiro, at dshapiro@berkeleyhillel.org