

Campaign Coordinator – Jewish Federation of Tulsa

About the Organization: Jewish federation of Tulsa is a not-for-profit organization with a mission to preserve and enhance Jewish life through charitable, cultural, educational, health and social service needs. As well as, engaging in community relations and outreach and providing a variety of services to the broader Tulsa community. We strive to be a focal point for activities, education, culture and assembly of and for the Jewish community.

General Job Description: The Campaign Coordinator plays a critical role in the achievement of the principle objective of ensuring the Jewish Federation of Tulsa's current and future financial viability through the management, the identification, cultivation and solicitation of potential donors and sustaining relationships with members, individual and corporate donors and community partners. The Campaign Coordinator collaborates with the Deputy Director of Operations with implementation and logistics for campaign fundraising, with a focus on maximizing potential and growth. The Campaign Coordinator assists and directs fundraising strategy, major gifts cultivation, legacy giving, fund development and marketing for fund development activities, especially the Annual Campaign and Super Sunday as well as the Affinity Groups. The Campaign Coordinator will assist with aspects of clerical and data entry/tracking activities and marketing. This is a full-time position with flexibility in hours, but primarily business hours M-F. Some evenings and weekends may be required. Office environment is laid back and dress is business casual. Position is available immediately.

Responsibilities:

- Develop in conjunction with the Deputy Director of Operations campaign and fundraising strategies
- Makes calls during annual campaign for pledges
- Assists with organization and administration of all fundraising events
- Maintains and cultivates contacts and relationships with existing and potential donors
- Works on legacy and planned giving
- Collaborate with campaign team to meet annual goals
- Marketing for all campaign programs and events
- Data entry and tracking of pledges from donors
- Liaisons with other departments as needed
- Other duties as assigned

Qualifications:

- Relationships within Tulsa Jewish community preferred
- Bachelor's degree in Communication, Marketing, Business or related field preferred
- Minimum 3 years' experience in fundraising preferred
- Outgoing and energetic
- Familiarity with Jewish cultural life, religious observances, and traditions preferred
- High interpersonal relationship skills and emotional intelligence
- General computer skills including Microsoft office suite
- Familiarity with Black Baud systems is a plus
- Problem solving and ability to work in teams
- Ability to work independently

Benefits:

- Health, dental and life insurance
- Paid time off, including expanded holidays
- ST and LT disability
- FSA plan
- 401k with employer match
- Membership to community fitness center

Physical demands: while performing the duties of this job the employee will regularly be required to sit, stand, reach, walk, kneel, crouch, crawl and lift and/or move up to 25 pounds.

Application process:

Email resume to alix@jewishtulsa.org. All qualified applicants will be forwarded an employment application to complete and be subject to background check.