



FINANCE RESOURCE AND DEVELOPMENT ASSOCIATE

(Full-Time)

Department: Development

Position Overview

The Finance Resource and Development Associate is a dynamic, dual-role position that supports the organization's financial operations, donor systems, business development efforts, and event execution. This role combines relationship-building, data management, and event coordination to advance the organization's mission and financial sustainability.

In this capacity, the Associate plays a key role in maintaining the integrity and functionality of the donor database, supporting development initiatives, and assisting in the execution of events throughout the year. This position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities while maintaining high standards of accuracy and professionalism.

Essential Duties & Responsibilities

Donor Management & Database Administration

- Maintain accuracy, integrity, and accessibility of the donor database.
- Process and manage pledges, including generating pledge cards.
- Conduct research to update inaccurate contact information, including NCOA processing and related tools.
- Oversee constituent updates, new account creation, and database maintenance.
- Execute global changes and database appending procedures.
- Partner with Development and Finance teams to ensure database security and proper usage.
- Collaborate on gift coding, donor recognition lists, and mailings.
- Manage reporting and query structures to support organizational needs.
- Develop, implement, and maintain database training programs for staff.
- Produce regular reports (daily, weekly, monthly, quarterly, annual) for internal stakeholders and national agencies.

Events Management

- Provide lead support for development events (approximately 10-15 annually).
- Manage event timelines, including vendor coordination, procurement, and logistics.

- Support on-site execution of events in partnership with the **Director of Development**.
- Lead planning and coordination of event logistics, including venues, catering, audiovisual needs, and transportation.
- Recruit, organize, and support event volunteers.
- Serve as a primary point of contact for event-related communications.
- Manage registration systems, attendance tracking, and post-event reporting.
- Coordinate event materials such as invitations, signage, and programs with the communications team.
- Maintain the organizational event calendar to optimize scheduling and participation.

Development & Campaign Support

- Provide support for development initiatives and the Annual **Community** Campaign.
- Oversee formatting, printing, and mailing of donor acknowledgements.
- Track donor attendance at events and ensure accurate CRM records.
- Manage and grow a portfolio of community-level donors.
- Strengthen donor relationships to increase engagement and giving.
- Collaborate with Development, Marketing, and Communications teams to ensure alignment with organizational branding.

Administrative Support

- Answer and direct phone calls and manage messages as needed.
- Receive, sort, and distribute incoming mail.
- Maintain daily deposit tracking spreadsheets.
- Support volunteer engagement opportunities.
- Coordinate community acknowledgements, including cards and donor recognition (e.g., birthdays).

Additional Responsibilities

- Supervise and mentor college interns when applicable.
- Support campaign coordination and donor stewardship efforts.
- Represent the organization professionally and contribute to a positive team culture.
- Perform other duties as assigned in support of organizational goals.

Qualifications

- Bachelor's degree or equivalent combination of education and experience in business, development, event management, or related field
- Minimum of 2 years of relevant professional experience (entry-level candidates with strong internship or volunteer experience will be considered)
- Strong relationship-building and communication skills
- Proven ability to manage multiple projects, meet deadlines, and maintain attention to detail
- Self-motivated with the ability to work independently and collaboratively
- Proficiency in Microsoft Office Suite; experience with CRM systems preferred

- Ability to work flexible hours, including evenings and Sundays as needed
- Valid driver's license and reliable transportation
- Familiarity with the Jewish Federation and Greater Naples community is a plus

Core Competencies

- **Results-Oriented:** Demonstrates initiative and accountability in achieving revenue and event goals
- **Relationship Builder:** Builds trust and maintains strong partnerships with stakeholders
- **Organized & Detail-Oriented:** Manages complex workflows with accuracy and consistency
- **Problem Solver:** Adapts to challenges and develops creative, effective solutions
- **Professional Communicator:** Communicates clearly and represents the organization with professionalism

Compensation

This full-time position offers a competitive salary commensurate with experience. Entry-level candidates will be compensated at the lower end of the range, while those with relevant experience will be considered at the higher end.

About the Jewish Federation of Greater Naples

We are a close-knit, collaborative team representing diverse backgrounds and perspectives. Our work supports the Greater Naples Jewish community and beyond through meaningful engagement and resource development.

With approximately 15 full- and part-time staff members, we foster a professional, supportive environment where leadership values collaboration, innovation, and shared success. Our senior management team models a culture of openness and accountability, creating a strong foundation for organizational impact.

How to Apply

Please submit your resume and cover letter to:
Alicia Feldman, Director of Development
afeldman@jewishnaples.org

Equal Opportunity Employer

The Jewish Federation of Greater Naples is an EEOC/AA Employer and does not discriminate on the basis of any protected class. We encourage individuals of all backgrounds and faiths to apply.

Note: This job description outlines the general responsibilities and expectations for this role and is not intended to be an exhaustive list of all duties.