



## JOB DESCRIPTION

**Position Title:** Development & Operations Asst.

**Status:** Full-time, Non-Exempt

**Department:** Development / Operations

**Reports To:** Loan Program Director / CDO

### SUMMARY:

JELF is seeking an effective Development & Operations Assistant who will be responsible for supporting the day-to-day operations of JELF's loan program and development activities. This role is essential in ensuring efficient processing of loans and maintaining strong donor relationships. The position provides administrative support across two key departments: loan operations and fundraising. Responsibilities include processing donations, acknowledging gifts, assisting with donor relations, and supporting loan recipients throughout the application and repayment process.

### DUTIES & RESPONSIBILITIES:

#### Loan Program Operations

- Support the loan application process, ensuring timely communication with applicants and managing loan documentation.
- Assist with the disbursement of funds to students, ensuring all required paperwork is completed and accurate.
- Maintain organized and up-to-date loan records in the database.
- Communicate with loan recipients regarding repayment schedules and assist with any inquiries.

#### Development & Fundraising Support

- Process and acknowledge all donations, ensuring timely thank-you letters, and gift receipts are sent to donors.
- Assist with the preparation and coordination of donor-related materials, such as gift acknowledgment letters, reports, and other correspondence.
- Manage donor database, ensuring accurate tracking of donations and donor contact information.
- Support event logistics for fundraising events, including registration, invitations, and follow-up communication.
- Assist with creating and maintaining marketing materials for donor campaigns and fundraising initiatives.
- Provide general administrative support to the development team as needed, including data entry, mailings, and research.

### KNOWLEDGE, SKILLS & ABILITIES:

- Highly organized, with the ability to manage multiple tasks and deadlines efficiently.



- Excellent attention to detail and accuracy in all aspects of work.
- Strong communication skills, both written and verbal, with an ability to engage with internal teams, donors, and recipients.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Willingness to learn and utilize other relevant software programs as needed.
- Experience with fundraising software or donor management tools is a plus.
- Familiarity with general office operations and administrative support in a non-profit setting.
- A self-starter with the ability to work independently and as part of a team.

### **KEY EXPECTATIONS:**

The Operations & Development Assistant is expected to:

- Serve as a proactive and reliable team member, ensuring smooth operations in both loan administration and development functions.
- Demonstrate a passion for JELF's mission and a strong commitment to supporting students and donors.
- Maintain confidentiality and handle sensitive information with discretion.
- Be responsive, timely, and efficient in completing tasks and communicating with staff, donors, and loan recipients.
- Provide a high level of customer service to all JELF stakeholders.

### **COMPENSATION:**

This position offers a starting salary of \$45,000 + full benefits package with opportunities for growth and development within the organization.

### **INQUIRIES:**

For inquiries about the role, please complete JELF's online job inquiry form, which includes submitting your cover letter (with salary requirements) and resume.

### **ABOUT JELF:**

[JELF \(Jewish Educational Loan Fund\)](http://jelf.org) is one of the oldest continuously operating non-profits in the U.S. JELF provides interest-free loans for higher education to Jewish students in need to students from the five-state region of Florida, Georgia, North Carolina, South Carolina and Virginia (excluding metro DC). JELF's loans are "last dollar," providing the final funds that a student needs to attend school. Since 1961, JELF has provided 4,000+ interest-free loans totaling over \$14 million. JELF has maintained a 99% loan repayment rate for more than a decade.

JELF is proud to be an Equal Opportunity Employer and welcomes individuals from all backgrounds to contribute to its mission. To learn more about JELF's impactful history and ongoing efforts, visit us at [jelf.org](http://jelf.org).