



Development Administrator

Holy Blossom Temple (HBT) is a vibrant and inclusive Jewish institution committed to fostering a sense of community, promoting spiritual growth, and engaging individuals of all backgrounds. We are seeking a friendly, dedicated, and detail-oriented **Development Administrator** to join our team. This is an incredible opportunity as HBT was recently [renovated and renewed](#) with the support of our generous members/donors, who are among the philanthropic leaders of our country. This position reports to the Director of Development & Donor Engagement.

Key Responsibilities:

Administrative support of the Director of Development & Donor Engagement (Director):

- Assist the Director in managing calendars, scheduling meetings and appointments
- Assist in donor inquiries, taking donations over the phone and managing tribute cards
- Use HBT's Customer Relations Management software (Salesforce) to input data and pull reports regularly
- Assist in various fundraising projects including the Annual Congregational Appeal
- Draft letters, memos, detailed reports, emails and other material for distribution
- Maintain a high level of customer service to all donors, volunteers and supporters

Administrative support of Holy Blossom Temple Foundation (HBTF):

- Coordinate meetings of the HBTF Board and committees of the Board
- Work with the Director in the Preparation of materials for the Board
- Attend Board meetings and prepare minutes

Event support:

- Work with the Director to plan, organize, and execute events and programs.
- Support the registration process for events, including managing RSVPs, participant communication, and maintaining attendance records

Annual Sponsorship:

- Co-ordinate the sponsorship program, under the supervision of the Director of Development, by supporting the volunteer sponsorship committee and contacting and following up with potential sponsors
- Additional tasks and projects as assigned.

Core Competencies:

- Strong interpersonal, customer service, problem solving and planning skills are required
- Demonstrated ability to work both in a team environment as well as independently
- Ability to develop cooperative working relationships
- Detail-oriented with the ability to work in a time sensitive environment to meet deadlines

Qualifications:

- Bachelors Degree or College diploma in general administration, fundraising or related discipline, or an equivalent combination of education and experience
- Proven experience in an administrative support role, preferably in a community or not-for-profit organization
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, SharePoint), experience working with a CRM (preferably Salesforce) and/or ability to learn new software
- Excellent organizational and time management skills, with the ability to prioritize
- Experience in a customer service role with a focus on relationship building
- Experience in a fundraising-related role is an asset
- Professional and personable phone demeanor
- Knowledge of Jewish customs and rituals is beneficial and/or a keen interest to learn.

About Holy Blossom Temple:

Holy Blossom Temple is a leading Canadian Reform Jewish congregation with a rich history of responding to both tradition and modernity in our religious and spiritual expression. We pursue meaningful opportunities for personal growth and family fulfillment at every stage of life through belonging, learning, prayer and ritual, and acts of service for our congregation and community, our city and country, the Reform movement, Israel and all the world. <https://holyblossom.org/>
<https://www.facebook.com/holyblossomtemple>
https://www.instagram.com/holy_blossom_temple/

Additional Information:

- This is a full-time permanent position at Holy Blossom Temple to commence asap
- Salary range is \$43,000-\$48,000 annually, plus medical and dental benefits, company matching pension program after one year, and Holy Blossom Temple Membership
- Ability to work outside of traditional business hours as needed

To Apply:

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Development and Donor Engagement Administrator" by **12:00pm on Thursday, June 22, 2023**. While we thank all applicants for their interest, only those selected for an interview will be contacted.

Holy Blossom Temple values the diversity of people and communities and is committed to excellence and creating an anti-racist, inclusive and equitable Jewish space, including with the following statement unanimously supported by the Holy Blossom Temple Board of Directors:
<https://holyblossom.org/no-silence-on-race/>

Holy Blossom Temple welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.