



ORT Ohio Development Assistant

Reports to: ORT America Ohio Region Associate Director

Position: Part Time - 15-20 hours a week. Flexible hours; weekend or evening support for events.

Summary: ORT Ohio is seeking a Development Assistant to work in a small office and handle general office and development administration.

Specific duties include:

- Manage day-to-day office functions
- Assist Associate Director on specific projects
- Answer main office phone and email inquiries
- Handle monies that come into the organization include deposits, tracking and acknowledgments
- Prepare materials for events and meetings
- Prepare and handle annual mailings
- Serve as on-site staff person for in-person events

Skills and Qualifications:

- Demonstrated ability to organize, plan, and carry out assignments independently to meet specific timelines and goals
- Computer proficiency in advanced functions of Microsoft Word, Excel, Outlook, and other programs as needed. Raiser's Edge experience a plus
- Ability to use the Internet for research, manage databases, and fundraising programs and be able to learn new software.
- Excellent verbal and written communication skills with attention to detail, grammar, and punctuation
- The ability to multitask prioritize and have strong organizational skills
- Must be able to work independently in a small office
- Minimum of 2-5 years office administration experience
- Candidate must have a college degree (related experience will be considered)
- Experience with or knowledge of Jewish Community desirable
- Flexibility to work both with and without supervision and an interest in and commitment to the organization's mission

Interested and qualified candidates should send resume to ohio@ortamerica.org.