



romemu
JEWISH LIFE, ELEVATED

Romemu Office:
43 Central Park North, Suite 1A
New York, NY 10026

Romemu Worship:
West End Presbyterian Church
165 West 105th Street
New York, NY 10025

(212) 580 - 4294 | romemu.org

Job Title:	Development & Membership Associate
Job Description Romemu seeks an upbeat, go-getter Development & Membership Associate who wants to work in a fast-paced-yet-spiritual, avant-garde, and growing Jewish spiritual center.	
About Us: Romemu is a Jewish spiritual community based on Manhattan's Upper West Side with a growing national and international presence. Our progressive, inclusive community combines traditional Jewish scholarship and prayer with deep spirituality, expressed through music, mindfulness, study and tikkun olam. Come join our energetic/strategic/soulful and super fun Romemu team!	
Reporting Structure: The Development & Membership Associate reports to the Senior Director of Advancement.	
Roles and Responsibilities: <ul style="list-style-type: none">● Help to drive all of Romemu's giving initiatives, including membership, annual appeal campaigns, major gifts engagement and Capital Campaign project.● Manage administration of all development initiatives including contributor data management and reporting, gift processing and acknowledgment, invitation lists, mailings, and invoicing.● Work closely with Advancement Director and ED to develop and implement personalized high-touch stewardship strategies for major contributors.● Manage annual schedule of engagement, solicitation, and fulfillment activities to build our base of individual philanthropic support.● Craft/prepare solicitation letters and cases for support.● Event production support.	
Qualifications: <ul style="list-style-type: none">● 2 years of prior development/alumni-related experience preferred.● Strong initiative, excellent interpersonal skills, clear writing and critical thinking skills, and demonstrated organizational abilities.● Adept at using technology, particularly Excel and a CRM system.● Proven ability to work independently and handle multiple tasks with extreme attention to details, deadlines, and results.● Poise, sophistication and intellectual depth when speaking with members.	

- Ability to work well in a team setting, showing respect for all, emotional maturity, and a good sense of humor.

Other Experience and Expectations:

- Demonstrated commitment to Romemu’s mission, purpose, and values.
- Experience in the Jewish world with the Jewish calendar preferred .
- Experience and ease in working with a Jewish and multi-faith, socio-economically, and politically diverse population.
- Available to work occasional evenings and to staff Romemu services on Friday night or Saturday morning, 1-2 times/month.

Romemu offers a competitive annual salary and participation in Oxford medical plans, Guardian Dental and Visions Plan, provides a health reimbursement plan, a retirement plan, a PTO plan, 13 paid holidays, and a small-office nonprofit environment with an intimate culture and room for growth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may change at any time.

We reply only to resumes that align most closely with the job description. We recommend that you take a look at the Romemu website, www.romemu.org, prior to applying.

Romemu is an Equal Opportunity Employer

To Apply:

Please submit a cover letter and resume to jobs@romemu.org. Please reference “Development and Membership Associate” in the subject line of your email. Incomplete applications will not be reviewed.