



## **Paid Fellowship Opportunity**

### **POSITION TITLE: *Jewish SC (JSC) Development Fellowship***

**ABOUT THE POSITION:** The **Jewish SC Development Fellowship** offers a 3<sup>rd</sup> or 4<sup>th</sup> year undergraduate student at USC exposure to and the opportunity to advance work with of an international Jewish communal non-profit organization. The *JSC Development Fellow* serves as an integral USC Hillel staff member; is supervised by the Executive Director; and works closely with the Executive Director's development team and Board of Directors. The *JSC Development Fellow* supports the organization's development efforts in a variety of areas and has the opportunity to assist with projects in other departments at Hillel, allowing him/her to develop professional skills and insights that will inform future Jewish leadership and a multitude of career paths.

In his/her work with Hillel's the Executive Director; the *JSC Development Fellow* is included in key donor research, communications, relations, speaking engagement preparation, and other executive matters. The *JSC Development Fellow's* responsibilities range from logistical support for major gift solicitations, donor meetings, fundraising events, and even authoring talking points for the Executive Director and Board Chair's speeches, articles, presentations, and correspondence. The *JSC Development Fellow* also supports the Executive Director's relationships with major donors and stakeholders including the USC Hillel Board of Directors, the USC Jewish Alumni Association, the USC Hillel Parents Association, senior USC Administrators, and USC Trustees. Additionally, the *JSC Development Fellow* receives hands-on exposure to other areas of Hillel's work, including governance, development, communications, and event planning.

### **SPECIFIC DUTIES**

#### *Donor Relations, Cultivation, Stewardship & Solicitations*

- Supports the Executive Director regarding fundraising events and key stakeholder meetings
- Supports Hillel staff in corresponding with donors through special acknowledgments and followup communications.
- Supports marketing, planning and implementation of USC Jewish Alumni Association and USC Hillel Parents Association networking lunches and programs
- Develops and maintains the USC Jewish Alumni Association Facebook, LinkedIn and Twitter accounts

#### *Strategic Communications:*

- Drafts speeches for speaking engagements as well as articles and letters for publication
- Assists with writing, editing, and customizing content for ongoing correspondence and email newsletters to diverse audiences including Hillel staff, students, parents, and major donors and stakeholders
- Works on governance projects, including Board meeting logistical preparation, and press packets

#### *Fellowship Opportunities:*

- Shadows the Executive Director, attending substantive meetings and events
- Will have the opportunity to network with senior USC administrators, Trustees, donors and community leaders



## **Paid Fellowship Opportunity**

### **The ideal Jewish SC Development Fellow will have:**

- Superior written and verbal communications skills
- Strong teamwork and relationship-building skills
- Excellent organizational skills
- Ability to be flexible and creative working in a fast-paced, rapidly changing office environment
- Ability to juggle multiple challenging projects concurrently, prioritize time-sensitive tasks, and manage time efficiently
- Ability to comfortably interact with executive-level leadership and donors
- Leadership experience as an undergraduate and an understanding of student life
- Experience in and knowledge of Jewish communal organizations and Hillel's work
- Flexibility in terms of weekend work for special events
- Proficiency in Microsoft Office Suite, graphic design experience a plus

### **Internship Time Commitment**

Approximately 12-15 hours per week, including occasional weeknight or Sunday work duties

### **Internship Stipend:**

The 2012-2013 stipend offered for this position is \$1,250 per semester

### **Desired Start Date:**

September 10-17, 2012

### **Application Instructions**

Candidates should submit a statement of interest, one writing sample, a CV and three references by September 14, 2012 to:

#### **Michael Jeser**

Executive Director

[mjeser@uschillel.org](mailto:mjeser@uschillel.org)

USC Hillel - 3300 S. Hoover St., Los Angeles, CA 90007

### **USC Hillel at a Glance:**

USC Hillel is the Center of Jewish Life at USC. Our mission is to enrich the lives of our students so that they may enrich the Trojan family, the Jewish people and the world. Fostering the meaningful Jewish experiences of our students, USC Hillel develops leaders and inspires young Jewish Trojans to make an enduring commitment to Jewish life.

### **The USC Jewish Alumni Association at a Glance:**

The USC JAA is a community that connects thousands of Jewish Trojans to Jewish life on campus, to each other, and to the larger Trojan family network. JAA members have opportunities to support Jewish student life at USC, celebrate our heritage and legacy as Jewish Trojans.