



Ramah Berkshires
Job Description

Job Title: **Business & Development Assistant**
Classification: **Full-time Year-round**
Reports to: **Assistant Business Manager**

Position Purpose:

Camp Ramah in the Berkshires is seeking a full time Business & Development Assistant to support the year-round team with various administrative tasks, as well as to provide assistance with data reporting. This position will report to the Assistant Business Manager with some additional oversight by the COO and Director, Institutional Advancement. This role will have the unique opportunity to assist and learn about all aspects of Camp and the many programs we provide.

Essential Job Functions:

Primary Roles and Responsibilities:

Administrative Support:

- Process and ensure accuracy of both scanned and emailed bills to bills.com and ensure proper signatures for all bills on bills.com
- Oversee the new Amazon procurement process and approvals
- Receive, distribute and scan (where appropriate) all office mail
- Ensure office supplies are ordered in a timely manner
- Coordinate all office travel and ensure expenses are submitted correctly in a timely manner
- Receive donations over the phone and process donation checks via mail in our software system and ensure coordination with Bookkeeper for financial tracking purposes
- Oversee the making, sending and tracking of tribute cards and donor acknowledgement
- Update and maintain Development records in Raiser's Edge database
- Provide event support prior to, and at, all of our annual events
- Maintain alumni records and lists in constant contact
- Assist the programming office with trip and special activity research

Vendor Assistance:

- Proactively follow up on vendor bills
- Liaise with vendors such as phones, building, cleaners, etc.
- Assist Assistant Business Manager with the summer busing company used for arrival and departure from camp
- Assist Assistant Business Manager with the summer luggage vendor

Reporting:

- Run and format Finance and Payment reports
- Run monthly development reports
- Update monthly fundraising reports
- Create various mailing reports as needed

Qualifications:

- Ability to work both independently and as part of a team
- Comfortable taking direction and instruction from multiple people
- Proficient in Microsoft Word, Excel, Outlook
- Comfortable and willing to learn new software systems
- Strong written and oral communication skills
- Integrity, patience, adaptability, sense of humor, enthusiasm, and a commitment to serve Jewish youth

All applicants should submit a cover letter and resume to Ayelet Teitelbaum, Director of Staff Experience, at ateitelbaum@ramahberkshires.org.