Friends of the Jerusalem Youth Chorus
Development & Operations Coordinator
Job Description
October 22, 2026

About the Jerusalem Youth Chorus

The Jerusalem Youth Chorus (JYC) is an Israeli-Palestinian music and dialogue project raising the voices of young leaders from East and West Jerusalem to the global stages of America's Got Talent, TED, and beyond. Through the co-creation of music and the sharing of stories, JYC empowers young singers from East and West Jerusalem to speak and sing their truths as they become leaders in their communities and inspire singers and listeners around the world. Even in times of war, JYC continues to meet, and its singers' commitment to each other, and the power of their voices raised in harmony, has only grown.

The Jerusalem Youth Chorus is far more than a music ensemble. We are building a youth movement of Palestinians and Israelis raising our voices for peace, justice, inclusion and equality. **Singing together creates a container for us to have hard conversations that transform the way we see ourselves, one another, and the world around us.** We weave our stories into powerful performances that inspire vision and action for a shared future.

As we enter our 15th anniversary season, JYC is at an important and exciting stage of scaling our organization. In addition to our high school program, we have recently launched A Different Way, JYC's alumni collective: six Palestinian and Israeli alumni who are paid full-time for one year to cultivate their musicianship, receive rigorous dialogue and facilitation training, and who will take six international tours to lead workshops and share our singers' songs and stories on global stages.

Lastly, we are in the quiet phase of our 15th anniversary comprehensive campaign, and have just established a new major giving circle for donors who annually contribute $100,000 or more.

JYC maintains nonprofit status in both Israel-Palestine and the United States (our US 501(c)3 is the Friends of the Jerusalem Youth Chorus). Our staff members work across countries, time zones, religions, and cultures to ensure that the important work we do on the ground in Jerusalem remains sustainable and impactful for our singers, their communities, and our international audiences.

About the Position

The Development and Operations Coordinator will report to the US Managing Director of the Friends of the Jerusalem Youth Chorus, Jackie Dentino. This is a part-time, hourly position designed to support all fundraising efforts for the high school and alumni programs, and to provide operational support for the US 501(c)3. This position is remote, with occasional

domestic and international travel required. The successful candidate will have reliable internet access and an excellent ability to manage their own time.

- Position Type: Part-Time, Remote, W2, Nonexempt
- Reports To: US Managing Director
- Hours: 20 hours/week
- Salary: $27/hour

Responsibilities of the Development & Operations Manager include:

Development and Fundraising

- Process and record all charitable contributions, including online donations, checks, cash, stock gifts, recurring donations, and donor-advised fund distributions.
- Prepare and distribute timely, accurate donor acknowledgment letters, tax receipts, and personalized thank-you correspondence.
- Maintain accurate and comprehensive donor records in JYC's CRM,
- Generate donor reports, conduct regular wealth screenings, and assist with donor identification, qualification, and segmentation.
- Manage JYC's annual giving program for donors contributing under $1,000, including donor acquisition, retention, renewals, fundraising appeals, stewardship, and performance tracking.
- Coordinate direct mail and digital fundraising campaigns, including preparing donor lists, tracking campaign results, and managing follow-up communications.
- Create, distribute, and analyze donor surveys to inform fundraising strategy and donor engagement.
- Prepare regular development reports, including fundraising revenue, donor retention, campaign performance, and progress toward annual goals.
- Assist with the planning and execution of donor cultivation events, fundraising salons, and other development activities.
- Support grant administration, including tracking application and reporting deadlines and maintaining grant-related documentation.

Operations and Administration

- Coordinate bank deposits and maintain accurate records of incoming and outgoing funds.
- Support monthly financial reconciliation, including tracking expenses, receipts, budget-to-actual performance, and expense categorization in coordination with organizational leadership and external accounting professionals.
- Track organizational credit card expenses, reimbursements, invoices, and vendor payments.
- Assist with documentation for tax filings and audits.

- Track and coordinate compliance requirements for employment across three US states in collaboration with appropriate external professionals.
- Maintain a calendar of US nonprofit reporting requirements, charitable solicitation registrations, and other administrative compliance deadlines.
- Maintain organized digital records, contracts, vendor agreements, and administrative documentation.

Qualifications

- A passion for music and social justice
- Comfort working across time zones, religions, and cultural differences in a multicultural, politically sensitive environment
- 2-4 years of experience in nonprofit administration
- Familiarity with donor CRMs
- Strong spreadsheet skills
- Exceptional written communication
- Exceptional attention to detail
- Discretion with confidential donor and financial information
- Previous experience working on nonprofit fundraising campaigns

How to Apply

Submit your cover letter and resume to jackie@jerusalemyouthchorus.org. Applications will be reviewed on a rolling basis until the position is filled.