

Yeshiva of Greater Washington- Tiferes Gedaliah

Boys Division Alumni Coordinator

The Yeshiva of Greater Washington-Tiferes Gedaliah (YGW) is looking for an outgoing and organized individual to fill the part time position of Boys Division Alumni Coordinator. The Coordinator is responsible for establishing ongoing communication with the alumni, as well as the planning and implementation of programs and projects that strategically engage them with YGW. The Coordinator will use this engagement as a vehicle to secure financial commitments from the alumni and is supervised by the Director of Development.

YGW is an orthodox Jewish middle school, high school, and college program on two campuses that has been serving the Greater Washington community for over 50 years. Both campuses are located in Silver Spring, Maryland, a vibrant observant community with a mature infrastructure.

RESPONSIBILITIES:

- Establish and maintain communication with alumni via phone, email, and direct mail.
- Facilitate relationships that generate good will.
- Serve as an ambassador of YGW to the target population through ongoing programming and specifically developed projects.
- Serve as the key fundraiser to the Boys Division alumni.

QUALIFICATIONS:

- Bachelors Degree preferred.
- Outgoing, friendly, and professional demeanor with leadership qualities.
- Self-starter with strong management skills.
- Effective verbal and written communication skills.
- Organized and detail oriented.
- Ability to fundraise low to mid-level gifts.

This is a part-time employment position (10 hours a week) and can be done remotely, although the candidate has to be able to come into the YGW Development office a minimum of once a week.

To apply, send your cover letter and resume to Dani Kolat at dkolat@yeshiva.edu. Please include “Boys High School Alumni Coordinator” in the subject line.