

YGW-Tiferes Gedaliah

Grandparent Coordinator – Development Department

The Yeshiva of Greater Washington (YGW) is looking for an enthusiastic, detail-oriented, “people” person to coordinate our “Grandparents Connections” program. The main focus of this position is to foster a connection between YGW and the grandparents of our students and alumni.

This is a part time position with flexible work hours. This position, with proper accommodations, can be done from home, but the employee must be on premises, at minimum, one day per week.

YGW is an orthodox Jewish secondary school and college program on two campuses in Silver Spring and has been serving our community for over 50 years.

The “Grandparent Coordinator” has the following responsibilities:

Engagement:

The coordinator is responsible for implementing an engagement plan to actively involve grandparents with YGW.

They will work with an advisory committee to build a grandparent community, creating a culture of commitment to YGW. Then, by sharing the mission and message, a sense of partnership and philanthropy can be infused within the grandparent cohort.

This includes the planning, facilitation, and execution of tours and programs, consistent and effective communication about upcoming events, and invitations to appropriate programming.

Fundraising:

Establish, build, and maintain the various solicitation efforts aimed at all grandparents through face to face meetings and ongoing communication. This includes ensuring that each prospect has an individual solicitation strategy to ensure that the program remains on target to meet its goals.

This includes working with our database to consistently maintain and update the prospects giving accordingly.

Job requirements:

The candidate must be able to communicate, interact, and organize effectively in order to build mutually beneficial relationships between grandparents and YGW. A Bachelor’s Degree and a minimum 3 years of experience in the development field preferred. Experience with Microsoft Office and/or DonorPerfect desired.

To apply, send your cover letter, resume and salary requirements (salary history is acceptable substitute), via email to dkolat@yeshiva.edu or call 301 962 5111 ext 1510. Please include “Grandparent Coordinator” in the subject line.