

## **Cohen Camps**

### **Job Description: Director of Alumni Relations and Annual Giving**

The Cohen Camps ([www.CohenCamps.org](http://www.CohenCamps.org)) – Tel Noar, Tevya and Pembroke – have begun an intensive program of alumni relations and philanthropic development designed to keep the camps at the cutting edge of Jewish summer camping. The Director of Alumni Relations and Annual Giving will play a crucial role in developing alumni relations programs for each camp, supporting alumni leadership teams for each camp, and overseeing direct mail, social networking and volunteer relationship building to support the camps' philanthropic agenda.

This position reports to the Executive Vice President of the Cohen Foundation.

The Director is responsible for:

- Implementing the Cohen Camp's philanthropy plan.
- Overseeing the development of the Alumni Relations program for each of the three camps.
- Planning and executing direct mail appeals for each of the three camps.
- Providing direct support for the Executive Vice President in implementing the camps' major gift and deferred giving programs.
- Providing staff support for the volunteer leadership teams enlisted to guide and support each camp's alumni relations and fundraising efforts.
- Providing support for the preparation and implementation of a capital campaign.
- Managing the alumni/donor database, gift processing and record-keeping.
- Serve as liaison to the Grinspoon Institute for Jewish Philanthropy.
- Other related duties as assigned.

#### Qualifications

- Bachelor's Degree required.
- Three to five years experience in sales, marketing or related fields.
- Highly effective interpersonal skills.
- Strong writing and communication skills.
- Knowledge of Jewish overnight camping, its goals and values, and the ability to articulate them.
- Strong computer skills with substantial experience with social networking such as Facebook.
- Organizational and management ability.
- Ability to travel, and work evenings and weekends as necessary.

Salary and benefits are competitive, and commensurate with qualifications and experience. The position is full-time based in our Needham, MA office. Send resume and cover letter to [hr@cohenamps.org](mailto:hr@cohenamps.org).