Assistant Director of Alumni Relations

The Assistant Director of Alumni Relations is a new role, supporting The KIVUNIM Institute. We are looking for someone who is committed and dedicated to the mission of KIVUNIM and can be a “brand ambassador” for all things Alumni related, and will help build and maintain our community of alumni and alumni families. The Assistant Director is responsible for key strategic planning relating to alumni relations, volunteer management, and events for KIVUNIM. This person will work collaboratively with fundraising colleagues within KIVUNIM and the Alumni Council to ensure that alumni relations and development are a part of a collaborative process contributing to organizational goals of engagement, communication, and fundraising. The Assistant Director will work with the Executive Director to set a vision for a successful and growing alumni community.

This position reports to KIVUNIM’s Executive Director, Elie Lauter.

Responsibilities:

- Develop relationships with alumni and cultivate and nurture leadership for each cohort
- Build and lead the Alumni Council
- Support the Alumni Council to develop and facilitate online and in-person educational and social programming for alumni in North America and internationally
- Direct and orchestrate additional and more creative fundraising campaigns aimed at alumni and their families
- Coordinate and produce reports, proposals, and analyses for the executive staff and Board of Trustees, to include monthly budget to actual reviews of areas of programmatic responsibility, periodic reports to reflect relevant data gathering and analysis, and post-event reports and recommendations
- Work with the Alumni Council in awarding and administering the Alumni Grants Program

Skills/Requirements:

- Commitment and dedication to the mission of KIVUNIM.
- Strong interpersonal and communication skills
- Experience in fundraising and development for non-profit organizations is a plus
- Ability to lead and train alumni leaders, (experience in community organizing is a plus)
- Ability to design and write promotional material
- Strong database management skills and ability to produce detailed reports
- Ability to travel and work flexible hours
- Self-sufficient, enjoys working independently, while also committed to working as a member of a team
- Experience in international travel, including but not limited to Israel, is a major plus
This is a remote position, with a preference to work East Coast hours. Benefits include: health insurance, flexible vacation policy, and much more. Salary range is $55-80k, commensurate with experience.

To apply please send a resume and cover letter to Elie Lauter at elauter@kivunim.org with the subject line: “LAST NAME, FIRST NAME - “Assistant Director of Alumni Relations.” Applicants should carefully review the KIVUNIM website before applying and reflect that in their application.

Kivunim is an equal opportunity employer. Kivunim does not discriminate on the basis of race, color, religion, gender identity, gender expression, pregnancy, national origin, age, military service eligibility, veteran status, sexual orientation, marital status, disability, or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the lesbian, gay, bisexual, and transgender communities.