



Camp Livingston Development and Alumni Relations Associate

Position Summary: The Development and Alumni Associate directly manages select portions of Camp business including the Annual Campaign strategy and execution, donor stewardship and communication, donor tours, Created Your Jewish Legacy (CYJL), grant reporting, grant writing, Board and seasonal staff fundraising training, alumni communication, and special fundraising projects. This position requires excellent leadership, communications, and planning abilities.

Must be a charismatic leader, a good people and process manager and have knowledge of some fundraising and alumni engagement processes and execution. The position requires living in the Cincinnati area during the months of September through May and at Camp Livingston in Bennington, Indiana during the summer. This position also requires availability on some nights and weekends and travel for camper recruitment support. Bachelor's Degree and some experience preferred. This position reports directly to the Executive Director.

Essential Duties:

- Leadership
 - Help formulate a plan around fundraising and alumni engagement strategy and take action steps to achieve set goals
 - Maintain a complete and consistent presence as a leader within the Camp Livingston community with respect to role modeling of Camp values and mission and accountability for all rules and procedures
 - Assist in implementing a vision for facility and alumni engagement improvements as well as the overall strategic plan
 - Attend occasional board meetings and manage the Alumni and Development Committees

- Fundraising:
 - With the support from the Executive Director, lead in the organization, implementation and management of an Annual Fundraising Plan
 - Annual Campaign
 - Manage relationship with designer/printer
 - Mail/Email Annual Campaign letters
 - Donor stewardship
 - Monthly Reporting
 - 2-4 other fundraising events each year (Super Bowl Squares, GivingTuesday, fundraising for a specific project at Camp, etc.)
 - Conceptualize and Manage Campaigns
 - Lead Create Your Jewish Legacy fundraising efforts

- Attend all meetings
 - Tracking/Reporting
 - Manage CRM (Donor Perfect)
 - Manage Donor portal on www.camplivingston.com/paypal/brick campaign
 - Grants
 - Research and Management
 - Writing and Reporting
- Alumni Relations
 - Alumni Management
 - With support from the Executive Director, build and manage the Alumni Committee
 - Create and execute 2 annual alumni events with committee support
 - Create and execute an annual Alumni fundraiser for a specific Campm project
 - Quarterly alumni newsletter
- Attend occasional recruiting events
- Marketing
 - Draft, compile and send Camp Livingston's quarterly alumni e-Newsletter
 - Manage and update Daily/Weekly/Monthly Social Media as it relates to alumni/fundraising
 - Execute website updates and management specific to fundraising
- Administrative
 - Gain proficiency in CRM system
 - Attend professional development seminars and conferences
 - Attend and participate in regular team meetings

Benefits:

- \$45,000-\$55,000 starting salary commensurate with experience
- Annual bonus opportunities
- IRA contribution
- 3 weeks paid vacation plus US and Jewish holidays off
- Tech allowance
- Hybrid work environment during the winter months
- Monday-Thursday work week from September to April (some sundays and evenings required for recruiting and community events)
- Generous sick leave
- Health Insurance/Dental/Vision
- Room and Board during the summer season
- Mileage reimbursement
- Annual professional Development opportunities/Conferences
- Laptop provided

This position description is not intended to be all-inclusive; rather, it is a generalized guide of the basic job duties. The Executive Director may change the job responsibilities and expectations based on business requirements. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl.