



## Alumni Relations Coordinator

For 90 years, Yeshivah of Flatbush (“YOF”) has stood at the forefront of American Jewish education and has set the standard of excellence emulated by other academic institutions. The school has an unparalleled reputation as one of the most selective and demanding schools of its kind in North America, and remains committed to fostering its core values of excellence, innovation and leadership.

Yeshivah of Flatbush educates over 2,100 children from about 1,200 families, and its students and teachers come from many backgrounds. **YOF boasts over 11,000 alumni, many of whom are engaged in leadership roles in supporting the academic, extracurricular, operational, capital and tuition assistance needs of the school, and are determined to help YOF continue its legacy for future generations. Two alumni have won the Nobel Prize, one is a Justice of the Israeli Supreme Court and many are pathfinders in the arts and sciences and leaders in communities around the world.** Thousands of graduates are leaders in religion, the sciences, humanities, education, business, media, the arts, public service and academia.

### POSITION

Yeshivah of Flatbush seeks a proven, strategic thinker and doer with demonstrated success in relationship-building skills to become its Alumni Relation Coordinator. The successful candidate must have passion for the mission of YOF and be a highly articulate communicator, skilled at making a compelling case for school support. S/he will be responsible for planning, directing, and managing all Alumni activity, concentrating on events and engagement.

## KEY RESPONSIBILITIES

- Plan and execute a robust alumni program that includes high-end events and special programs.
- Organize 10-year, 25-year and 50-year reunions annually, leading and collaborating with each class' reunion committee on all aspects of the event.
- Produce an alumni newsletter.
- Maintain Alumni website and social media pages.
- Establish and build relationships with a wide range of alumni - locally, nationally and internationally.
- Manage database of alumni contact and donation information.
- Identify potential donors from the alumni database through research and donor cultivation.

## QUALIFICATIONS

The ideal candidate will possess outstanding strategic thinking and communication skills. S/he will have experience in a collaborative work environment, and must be comfortable working across a large, fast paced, complex organization, with a strong ability to multi-task. S/he will be a planner with a demonstrated ability to set priorities and to develop and implement thoughtful, clear, action-oriented growth strategies for YOF.

- A minimum of 3 years of alumni and/or development experience.
- Demonstrated ability to build comprehensive, effective and creative programs.
- Strong event planning abilities with strong attention to details.
- Outstanding relationship-building skills.
- Strong written and oral communication skills
- Strong work ethic, ability to work under pressure while remaining outgoing and positive.

**COMPENSATION:** Salary commensurate with experience.

**To Apply, please send your resume and cover letter to:**

Hila Stern

Director of Development, Yeshivah of Flatbush at [hstern@flatbush.org](mailto:hstern@flatbush.org).