



## Outreach Associate

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21<sup>st</sup> century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, Detroit, and San Diego.

We're looking for a team player with an entrepreneurial, positive attitude to join us as an Outreach Associate. The Outreach Associate will support the goals of the Outreach department, primarily focusing on retreat sales at Isabella Freedman Jewish Retreat Center, building client relations for a broad portfolio of organizations and maintaining the day-to-day administration of the Outreach department. The Outreach Associate will report to the Director of Outreach and will work with other members of the Hazon team to market existing Hazon offerings and create new partnership opportunities as Hazon expands its reach in the New York area and nationally.

### **Responsibilities include:**

#### **Sales and Outreach**

- Drive sales by fielding, prioritizing, and closing rental inquiries, and by recruiting participants for Hazon programs and experiences
- Maintain existing and loyal partners and build a client portfolio by acquiring new organizational partners
- Represent Hazon and Isabella Freedman at events and conferences

#### **Relationship Management**

- Ensure the highest level of customer service by establishing and maintaining relationships with Hazon's organizational partners, and with clients, key volunteers, and funders.
- Steward partner organizations through phone and email in regard to Hazon programming and other opportunities for engagement with Hazon
- Maintain clear communication between multiple stakeholders, including clients, partners, the Outreach Department, and Hazon's Retreats Department, ensuring smooth information management

#### **Department Administration**

- Maintain updated departmental information, systems, databases, and communications
- Manage centralized reports, records, and spreadsheets

## **Qualifications:**

- At least 2 years of related work experience; sales or development experience preferred
- Rigorous attention to detail
- Excellent oral, written, and interpersonal communication skills
- Upbeat and positive personality with a friendly phone demeanor
- Proven ability to work with a broad and diverse group of people
- Creative problem-solving skills to quickly find solutions and effectively resolve issues.
- Strong organizational and time management skills, ability to prioritize tasks, meet deadlines, and manage multiple large projects at once.
- Demonstrated ability to work effectively both as a member of a small team and independently.
- Excellent technical skills, including experience with and/or aptitude for mastering Microsoft Office suite, GoogleDocs, and Salesforce.
- Knowledge of the Jewish nonprofit sector a plus
- Bachelor's Degree preferred

In addition, commitment to Hazon's mission and knowledge of the Jewish nonprofit sector are desirable.

## **How to Apply**

To apply, send resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org), with "Outreach Associate 2017 Opportunity" in the subject line. Applications will be reviewed on a rolling basis starting March 14, 2017.

This is a full-time position located in New York, NY with occasional weekday, evening, and weekend commitments. **Salary is commensurate with experience, including a benefits package.**

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.