Alumni Engagement Coordinator  
Hebrew Union College - Jewish Institute of Religion  
New York Campus

Hebrew Union College-Jewish Institute of Religion (HUC-JIR) is the intellectual, academic, spiritual, and professional leadership development center of Reform Judaism. Founded in Cincinnati in 1875, it is the first Jewish institution of higher learning in North America. Today its four campuses in Cincinnati, Jerusalem, Los Angeles and New York educate men and women to serve the Reform movement and the broader Jewish community in North America, Israel, and around the world. Degree and certificate programs prepare students for careers as rabbis, cantors, educators, nonprofit management executives, and scholars in both seminaries and secular institutions of higher learning.

Almost 4,000 alumni are making an impact daily through their work in congregations; day schools; nonprofit organizations serving the Jewish and wider communities; chaplaincy in the military, medical centers, and caring communities; Hillels, summer camps and other youth and young adult experiences; and as scholars in seminaries and secular institutions of higher learning.

HUC-JIR is seeking an Alumni Engagement Coordinator who will bring talent, energy, and a commitment to HUC-JIR’s core values to deepening the connection between alumni and their schools and to HUC-JIR. Specifically, the Coordinator will work with the education and Jewish nonprofit management programs’ alumni associations, as well as have responsibilities for enhancing programs and activities that impact alumni more broadly. The Coordinator will also play a key role in helping alumni leadership and the Chief Engagement Officer implement a vision for the future of alumni engagement and the role of alumni in the strategic direction of HUC-JIR.

**JOB SUMMARY & PRIMARY RESPONSIBILITIES**

Reporting to the Chief Engagement Officer, the Coordinator will:

1) Manage the education and Jewish nonprofit management programs’ Alumni Associations;

2) Proactively staff the education and Jewish nonprofit management programs’ Association leadership to support ongoing learning, fundraising, communications, and events;

3) Work with education and Jewish nonprofit management program directors to deepen the connection between their alumni and their schools;

4) Help develop and support a volunteer structure for alumni annual giving;

5) Interface with the National Office of Recruitment and Admissions whose strategies will facilitate increased alumni involvement in recruitment and admissions;

6) Assist the Chief Engagement Officer in supporting the leadership of the Council of Alumni Associations, enabling the implementation of a vision for the future of alumni engagement and the role of alumni in the strategic direction of HUC-JIR.

**ESSENTIAL DUTIES AND SPECIFIC TASKS**

- Manage the education and Jewish nonprofit management programs’ Alumni Associations by 1) working with Alumni Association leadership to plan, schedule, and implement annual programs, 2) helping identify and recruit alumni for Association leadership opportunities, and 3) proactively providing staff support for leadership volunteers.
Work with education and Jewish nonprofit management program directors to deepen the connection between alumni and their schools.

Help develop and support a volunteer structure for alumni annual giving, including staffing alumni fundraising volunteers and serving as a liaison between alumni volunteers and Institutional Advancement staff who provide data and tools that are needed to meet annual fundraising goals.

Interface with National Office of Recruitment and Admissions staff members to facilitate strategies that will increase alumni involvement in recruitment and admissions.

Organize gatherings for alumni at professional association meetings, providing opportunities for graduates with similar career interests to meet.

Coordinate, in collaboration with the Chair of the Board of Governors Committee on Honors, the process by which 25-year alumni of all HUC-JIR programs are offered honorary doctorates and other recognition.

Serve as the liaison between alumni and the HUC-JIR Communications and Public Affairs staff to enhance the alumni presence on the HUC-JIR web site and foster increased communication among alumni and between HUC-JIR and alumni.

In collaboration with regional and national Institutional Advancement staff, create opportunities for alumni to meet with HUC-JIR senior leadership and faculty during their visits to communities in North America and Israel.

Represent Alumni Association interests among HUC-JIR staff who are engaged in efforts to greatly expand opportunities for continuing learning.

PREFERRED KNOWLEDGE & EXPERIENCE

- A degree from HUC-JIR is preferred.
- At least three years experience in alumni relations or in work that includes volunteer management, program development, and/or event management.
- A willingness to embrace fundraising and some understanding of annual giving.
- Excellent written and oral communication skills.
- Ability to write class notes and other print and electronic content.
- Adept at using computer software (experience with Microsoft Office products), familiarity with Raisers Edge is a plus.
- Familiarity with social media.
- Excellent organizational skills and the ability to manage a budget.
- Willing to travel periodically, with some weekend work required.

APPLICATION INSTRUCTIONS

Interested candidates should submit a resume and cover letter, including salary requirements, to:

Joni Askin  
Hebrew Union College - Jewish Institute of Religion  
National Office of Human Resources  
3101 Clifton Avenue  
Cincinnati, OH 45220

E-Mail: jaskin@huc.edu

NO PHONE INQUIRIES PLEASE

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