



JOB DESCRIPTION

Position Title: Alumni Engagement Manager
Department: Development

Status: Part-time or Full-time, Exempt
Reports To: CEO / CDO

SUMMARY:

JELF is seeking a high-energy Alumni Engagement Manager to increase engagement and philanthropy among former JELF borrowers across the country. This role will help to extend the JELF relationship so that after a borrower pays off their loan, they are lifelong volunteers who are enthusiastic about involvement and giving back to JELF.

With a robust alumni cohort of 1,200+ individuals (and growing annually), the focus of this role is two-fold: creating alumni engagement opportunities, and stewarding relationships with alumni to deepen JELF's culture of philanthropy. Working alongside JELF's CEO and CDO, the Alumni Engagement Manager is a critical component of JELF's Resource Development team. Depending on the skillset and abilities of the right candidate, there is an opportunity for this role to be either full or part-time.

DUTIES & RESPONSIBILITIES:

- Build JELF alumni engagement opportunities by collaborating with staff, leveraging previous successes and existing strong volunteer relationships
- Actively communicate with alumni of all ages/stages to learn their JELF stories, encourage participation, solicit individual gifts, all with a keen eye to future volunteer engagement and leadership
- Manage JELF's Alumni Committee: recruit and collaborate committee volunteers, prepare and lead meetings, manage all action items following each meeting
- Assist with all alumni event functions - meeting prep, logistics, follow up and more
- Efficient record keeping for all meetings, conversations and activity
- Travel – 10 - 25% - Depending on clusters of alumni and/or regional alumni events this individual will be responsible for face-to-face visits with JELF alumni
- Perform all other duties as needed.

KNOWLEDGE, SKILLS & ABILITIES:

- Detail-oriented and organized self-starter
- Ability to work independently as well as with professionals and volunteers
- Excellent interpersonal and communication skills
- Strong writing / editing skills
- Proficiency with all Microsoft Office Suite programs



- Willingness to learn and utilize other relevant software programs as-needed.
- Experience using fundraising software a plus.
- Related professional degree or experience including sales and/or non-profit fundraising

KEY EXPECTATIONS:

JELF's Alumni Engagement Manager is expected to:

- Be a team player, eagerly responding to JELF team and donors.
- Demonstrate a passion for JELF's mission.
- Participate in the development and execution of JELF special events.
- Use the utmost discretion and protect the confidentiality of JELF's information

COMPENSATION:

Compensation for this position is commensurate with experience and number of hours worked. If the position is full-time, it will be a salaried, exempt position which includes JELF's full benefits package.

INQUIRIES:

For inquiries about the role, please complete JELF's online job inquiry form, which includes submitting your cover letter (including salary requirements) and resume.

ABOUT JELF:

JELF (Jewish Educational Loan Fund) is one of the oldest continuously operating non-profits in the U.S. JELF provides interest-free loans for higher education to Jewish students in need to students from the five-state region of Florida, Georgia, North Carolina, South Carolina and Virginia (excluding metro DC). JELF's loans are "last dollar," providing the final funds that a student needs to attend school. Since 1961, JELF has provided 4,000+ interest-free loans totaling over \$14 million. JELF has maintained a 99% loan repayment rate for more than a decade.

JELF is proud to be an Equal Opportunity Employer and welcomes individuals from all backgrounds to contribute to its mission. To learn more about JELF's impactful history and ongoing efforts, visit us at jelf.org.