

DEVELOPMENT AND MARKETING ASSOCIATE, PROJECT TEN

The Jewish Agency for Israel

Project TEN was launched by The Jewish Agency for Israel five years ago to offer young adults (ages 20 to 30) from North America, Israel, and around the world short and longer-term opportunities to volunteer in developing communities around the world. Today, Project TEN operates in South Africa, Mexico, Uganda, Ghana, and Israel. Working as a team at a Project TEN center, participants teach classes, take part in public health projects, practice sustainable agriculture, and strengthen relationships among local populations. Over 1,000 young adults have enrolled in this meaningful program, providing them with a transformational experience to repair the world and strengthen their Jewish identity. Please read more: www.tenprogram.org

Poised for growth, Project TEN is seeking a Development and Marketing Associate to help increase fundraising and participant enrollment.

Employment status: Full-time with generous benefits

Location: New York City

Reporting to: Director of Marketing and Public Relations at Project Ten Head Office in Jerusalem.

Salary: Commensurate with experience

Position Description:

Development

- Working with fundraising colleagues in North America, become an integral part of the plan to increase financial resources for Project TEN
- Identify and research prospects and current donors
- Coordinate communications with donors, prospects and organizational partners, including monitoring recorded gifts/pledges and sending acknowledgement letters and creating and implementing a timetable for distributing newsletters and program updates
- Assist the Chair of the Project TEN Advisory Committee in cultivating and maintaining relationships with North American prospects, current donors, and organizational partners by providing research, arranging meetings, and preparing briefings
- Coordinate and support the activities of the Project TEN Advisory Council, including scheduling meetings, providing ongoing updates from the Chair, distributing meeting materials, and tracking action items
- Interface with Project TEN staff in Israel and the fundraising team in North America to help coordinate Project TEN development activities
- Work with Project TEN staff in Israel to facilitate prospect/donor and organizational partner visits to Project TEN centers
- Maintain contact with Project TEN alumni, including collecting addresses, implementing an alumni communications plan, and organizing periodic gatherings

Marketing

- Working with the Project TEN Director of Marketing and Recruitment and staff in Israel, help create and implement a comprehensive marketing and recruitment strategy for North America
- Identify organizational partners with an interest in encouraging Project TEN enrollment
- Identify and represent Project TEN at North American conferences/gatherings that would facilitate recruitment, including creating an event calendar, exploring criteria for participation (expected audience, cost, length of time), opportunities for alumni engagement
- Serve as a point of contact for organizations and individuals with an interest in Project TEN
- Present Project TEN to diverse audiences, including organizational partners, Jewish communal organizations, Hillels, other Jewish groups on campus, synagogues, etc.

Position requirements

- A Bachelor's degree and two years experience in a nonprofit organization or relevant experience in a related field or graduate program
- Able to work independently, bringing integrity, creativity, high energy, enthusiasm, flexibility in addressing priorities, foresight, and a sense of humor to tasks
- Excellent verbal and written communication skills, with the ability to prepare correspondence and program materials
- Experience in public speaking and presentations
- Highly developed interpersonal skills, with the cultural sensitivity to work with individuals across North America, in Israel, and at Project TEN centers
- Ability to travel in North America and internationally
- Valid driver's license for North American travel

To apply, please send your resume and cover letter to Daniel Aschheim, Director of Marketing and Public Relations, Project TEN, at daniel.a@tenprogram.org.