

**Director of Community Engagement (Development)**  
**for**  
**Epstein Hillel School**  
**(formerly Cohen Hillel Academy)**

Epstein Hillel School, the K-8 Jewish independent school located north of Boston in Marblehead, MA, serving students in grades K-8, is seeking a full time Director of Community Engagement. This position, reporting to the Head of School, is a strategic member of the school's administrative team and is responsible for envisioning and implementing the school's financial resource development efforts.

This position requires a talent for multitasking and the ability to work both independently and collaboratively. Creativity, attention to detail, initiative, and integrity are essential for the job. The position also requires exceptional speaking and writing skills along with effective time management. Strategic thinking and an ability to organize and motivate volunteers, as well as strong interpersonal skills and flexibility are essential to the job.

**Responsibilities:**

- Design, implement and manage all fundraising activities, including recently launched multi-million dollar Nitzan campaign initiative, as well as annual fund giving which includes a gala and all special events
- Work closely with the chair of the Development Committee from the Board of Directors and Trustees in marshaling the efforts towards fundraising, including major gift campaigns and other fundraising initiatives
- Strategize, track, and participate in donor cultivation and solicitation
- Oversee database management for record-keeping of gifts, including gift processing, pledge reminders, and acknowledgment programs
- Maintain and update alumni database, establish alumni outreach with the Alumni Engagement committee, organize alumni events, collect news and information about alumni and their families
- Collaborate with the Director of Finance and Operations to identify new revenue streams, align budget and financial goals, and ensure that appropriate systems, protocols, and policies are in place
- Provide support and supervision to a Community Engagement Associate
- Establish and foster collaborative relationships and partnerships with other agencies and synagogues
- Collaborate with the Director of Admissions and Marketing
- Manage grants processes, including researching and drafting proposals

**Requirements:**

- Bachelor's degree or advanced degree with at least 5 years of demonstrated fund-raising success in an independent school or non-profit organization
- Outstanding interpersonal skills and the ability to work collaboratively as part of a team

- Highest degree of integrity, confidentiality, and dedication to the mission of Epstein Hillel School
- Excellent verbal and written skills with a demonstrated ability to communicate effectively and relate to parents, students, alumni, staff, faculty, board members and community members
- Demonstrated success in project management through strong organizational skills, attention to detail, and ability to work within an allocated budget
- Knowledge and respect for Jewish culture and community
- Ability and willingness to manage evening and weekend work
- Proficiency with development software, such as Raiser's Edge, G Suite for Education and Microsoft Office suite

Epstein Hillel School invites applications for the Director of Community Engagement position. This is a full-time position offering competitive salary and benefits. To apply, email a letter of interest, resume, and writing sample to Amy Gold, Head of School - [agold@cohenhillel.org](mailto:agold@cohenhillel.org).