



SAMPLE JOB POSTING

This annotated job description is a sample provided by Camp Havaya *with commentary by Ari Polsky in blue* on how he interprets each section.

Development And Alumni Relations Manager

Camp Havaya is looking for an experienced, motivated, high energy, and mission-driven professional to join our year-round team.

This is a short and sweet sentence that tells us what you are looking for.

Who We Are

Camp Havaya is all about the joy of summer camp with the freedom for kids to be who they truly are. In our incredibly diverse and accepting community, all kids — no matter their race, sexual orientation, gender identity, family structure, or Jewish background — are more than welcomed. They're celebrated! We're a Reconstructionist community open to all, where campers are encouraged to explore traditions and today's world to discover what being Jewish means to them. Their different experiences and perspectives are a big part of what makes our camp so amazing.

This clearly articulates who the camp is without sounding like every other camp description. This brief paragraph even gives me a flavor of identity based on word choice and key descriptions, with minimal jargon.

Who You Are

We know that no one person can do everything. And we also know that many people — particularly those from historically marginalized groups — don't apply for jobs unless they "tick all the boxes." We're committed to building a diverse and innovative team; if many (even if not all) of the following describe you, we'd love to hear from you! *This is a great statement that highlights inclusivity at the front.*

- You have a deep love for **overnight summer camp** and for engaging and **progressive Jewish life**. Your formal education, professional history, and personal experiences inform your work day-to-day. *To me, this says "We want someone who can buy into our mission, and understands our work, but we are not requiring you to be exactly like us or a cookie-cutter candidate."*

- You are a **relationship builder**. You're a "people person" who thrives on making connections, leveraging relationships, and inspiring others. *This says, "soft skills matter to us and are important in this role."*
- You have meaningful experience in fundraising, and you're not afraid to **make the pitch** and **seal the deal**. You have a healthy attitude toward money and wealth — you're neither intimidated nor blinded by them.
- You're committed to excellence, and you know that your success is deeply tied to the success of the rest of the team. You are self-motivated, but you know it's **all about "we," not "me."** This is not a job for a lone wolf; teamwork is vital.
- You are a **skilled communicator** – in writing, on the phone, and face-to-face.
 - You're a natural storyteller, with impeccable oral and written communication skills.
 - You are genuinely curious and an **excellent listener**. You have the confidence to pick up the phone and call someone you don't know yet . . . and the intuition to know when to end the call. *Donor meetings require the soft skills mentioned earlier, and here are some of the ways those manifest. These skills are vital to relationship building and representing our brand both one-on-one and in public speaking interactions.*
- You are a strategic and operational thinker, or: **You can see the forest and the trees.**
 - You have a keen ability to set priorities, manage timelines, and meet deadlines.
 - You're comfortable and experienced with data and data management systems.
 - You are exceptionally detail-oriented and consistently accurate.
- You have experience with multi-racial and LGBTQIA+ families in the Jewish community, and you're personally and professionally committed to creating a space focused on **belonging, dignity, justice, and joy**. *These are our values, and we need this employee to buy into these values.*
- Your honesty and integrity are impeccable, as is your commitment to confidentiality. You can always be counted on to **do the right thing** ... including owning your mistakes and asking for help. *We all make mistakes at work. That's OK. It's actually expected. We need someone who can own those and learn from them.*

What You'll Do

- You'll be a core member of Havaya's professional team — supervised by the Executive Director and focused on building a **culture of philanthropy**.
- You will **collaboratively develop strategy** for ongoing cultivation, solicitation, and stewardship of donors . . . and then you'll go out and do it! *This role is not just an implementer — you will also be a decision maker.*
 - You'll design data-driven, market-based, and donor-responsive plans for unrestricted, restricted, capital, foundation, and legacy giving.
 - You will craft solicitation materials, including mail and digital appeals, newsletters, and special campaign collateral.
 - You'll write and edit grant proposals and reports, as needed.
 - You will plan, execute, and staff virtual and in-person events (e.g., board and stakeholder gatherings, donor visits to Camp). *This role involves event planning, fundraising, PR collateral creation, grant writing, and various development related tasks.*
- You'll focus on **expanding, developing, and strengthening our donor base**.
 - In partnership with colleagues and volunteers, and from independent research, you will identify new mission-aligned prospects.
 - You will maintain a regular and aggressive schedule of **outreach and solicitations**, with a minimum of 25 personal contacts (calls, video calls, substantial reciprocated written correspondence, in-person visits) per month. *We have SMART goals here, and we believe that this caseload is realistic and vital to the work the employee will do.*
- You will support the executive director in **managing the Board**, including meeting preparation, volunteer engagement, and ongoing communication. *This work may include evening board and committee meetings, and you will probably attend them.*
- You will partner with alumni volunteers to design and facilitate **alumni engagement** initiatives, with a focus on continued connection and engagement — not just fundraising.
- You'll work closely with the development and finance teams at Reconstructing Judaism to ensure **meticulous coordination** and upkeep of donor records. *We care about our data and we use it — so the ideal candidate should be able to do this.*

The Fine Print

Salary is \$60,000 – \$70,000, commensurate with experience. Benefits include health insurance (100% for employee), short- and long-term disability, and generous paid time off and holiday schedule. *This is the salary range we intend to pay. If you were expecting \$100,000, this is not the job for you. We are sharing this up front so that you know what to expect and can opt out if this doesn't meet your aims.*

This is a full-time, exempt position. This position will ideally be based in our office outside of Philadelphia, although remote work is possible from Chicago, Washington DC, New York, Boston, or another major metropolitan area. In the summer months, the Development Manager should expect to spend a number of weeks in-residence at our South Sterling, PA location. *We prefer this employee to be able to collaborate with our team “IRL” and we need this employee to be based in a city where we likely have a critical mass of alumni.*

To apply, please send a resume and cover letter telling us your story and why you're excited by this position to [EMAIL]. Applications will be reviewed on a rolling basis, with the goal of filling the position by late August. Prior to second round interviews, candidates will be asked for proof of full vaccination (including booster) against COVID-19. A background check will also be required after a conditional employment offer is made.