



NORTHWEST YESHIVA HIGH SCHOOL

DEVELOPMENT & MARKETING STRATEGIST

Department: Administration

Status: Fulltime 1.0 FTE

Reports To: Head of School (HOS)

Travel Requirements: Occasional local offsite meetings (during business hours)

Location: Northwest Yeshiva High School Campus

Pay Range: \$89,000 - \$115,000

Description of Benefits: This is a full-time position for the 2024-2025 school year. Compensation includes medical and vision benefits, voluntary dental, and FSA plans, 403b contributions and generous paid time off (including statutory holidays and school breaks).

ABOUT THE COMPANY

Northwest Yeshiva High School (NYHS) is a coeducational, accredited Jewish High School, educating teens from a wide geographic area in the Seattle area and a variety of Jewish backgrounds. Located on Mercer Island, NYHS empowers students to become curious, resilient, and virtuous citizens of the world by developing into sophisticated thinkers who take ownership of their ideas with passion and intellectual honesty. This mission comes alive in our neighborhood setting on Mercer Island where we serve grades 9-12 in a vibrant, dual curriculum. Our diverse faculty bring varied life experience and passion to their content areas and instruction. Our guiding principles are intellectual curiosity, student agency, and a commitment to the common good. We are a small school with 57 students currently enrolled; this contributes to our family-like atmosphere where all students are known and seen.

We are proud to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, protected veteran status, disability, genetics, or any other characteristic protected by federal, state, or local law.

ABOUT THE POSITION

Working closely with the Head of School (HOS) and his Administration, the Development & Marketing Strategist will help implement NYHS' fundraising and "friendraising" efforts. This person will help execute the annual fundraising plan, assist in event coordination and execution, and support and assist with gift processing and database support.

REQUIREMENTS

Education & Experience

This position requires the applicant possess a bachelor's degree and at least 3 years documented professional experience directly related to the duties and responsibilities specified:

- At least 3 years of non-profit fundraising experience
- Exceptional verbal and written communication skills
- Proficiency with computer software and systems, including but not limited to Google suite, database and email marketing software
- Experience using donor management databases
- Experience using a marketing-automation email platform such as Mail Chimp or Constant Contact
- Experience running multi-platform social media campaigns
- Demonstrated organizational skills and experience in event management and other complex activities and programs

Personal & Professional Attributes

- Strong organizational and communication abilities
- Strong judgment & decision making skills
- Excellent verbal and written communication skills
- Proficient at working in a Google Drive environment and confident in learning new technology
- Ability to work and communicate well with donors, staff, faculty, families and students within the community
- Ability to balance multiple responsibilities and adhere to tight deadlines
- Ability to work as a leader and also as part of a team
- Self-starter, self-motivated, and able to work independently

Desired Additional Skills, Experience & Credentials

- 2-3 years of event planning experience
- At least 4 years of communications experience, including appeals, impact reports, etc.

ADDITIONAL INFORMATION

To apply, please submit a cover letter, resume and three references to jobs@nyhs.org.

Northwest Yeshiva High School is committed to providing reasonable accommodations for candidates with disabilities in our recruiting process. If you need any assistance or accommodations due to a disability, please let us know at jobs@nyhs.org.