



**TAMID GROUP**

## **Alumni Program Director, TAMID Group**

**TAMID Group** seeks a passionate and experienced professional to serve as its Alumni Program Director. This individual will engage TAMID's 7,000 Alumni members through programming, communication, networking, with the goal of greatly increasing the breadth and depth of Alumni member engagement. The ideal candidate will be a self-starting, engaging, collaborative person who isn't afraid to try new things.

The Alumni Program Director will report to TAMID's Chief Impact Officer and work closely with the Senior Director of Member Experience.

### **About TAMID Group:**

TAMID facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. This takes place through a series of programs aimed at college students and graduates:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. An Israel-focused investment portfolio
4. A summer internship program in Israel
5. Community, professional development, and Israel engagement for alumni

### **Detailed Job Responsibilities:**

The main responsibilities of this position fall into the following areas:

- Program strategy
  - Articulate the arc of Alumni engagement beginning when a student joins TAMID, and culminating in the post graduation experience
  - Develop and execute a strategy that will successfully engage TAMID's Alumni audience by focusing on three strategy areas:
    - Israel-centric programming
    - Community Engagement
    - Student mentorship
- Alumni Program Oversight
  - Coordinate social, professional development, and Israel-related events for alumni in NYC, LA, Chicago, Miami, Boston San Francisco and Tel Aviv
  - Develop and facilitate annual Israel trip for alumni members, focused on building a connection between members' careers and Israel's startup ecosystem
  - Build the student-to-alumni membership pipeline by planning events for new graduates, in partnership with the Manager of Leadership Programs
  - Design new initiatives such as a mini-conference for members featuring Israeli entrepreneurs
  - Manage generous program budget to amplify impact



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- Community Engagement
  - Oversee volunteer Alumni Board to drive programmatic decisions and achieve engagement benchmarks
  - Build relationships with alumni members to understand their interests and talents
  - Facilitate strategic connections between alumni and student members for personal, professional, and program mentorship

### **The ideal candidate will:**

- Have a bachelor's degree and 5 - 10 years of programming or community engagement experience
- Be a creative thinker with experience trying new things
- Excel at managing many multi-faceted projects simultaneously
- Have relationship-manager ability to be both engaging and organized
- Exhibit a passion for the work and mission of TAMID Group
- Be Goal-oriented, project-oriented, and achievement-oriented
- Demonstrate excellent oral and written communication skills

### **Benefits:**

- Leaving your mark on a dynamic non-profit organization
- Working remotely from your chosen location within US
- Travel to Israel annually and to domestic events regularly
- Paid vacation time and sick leave
- Paid holidays, including Jewish and American holidays
- High quality medical, vision, dental, short & long-term disability plans
- 401k match after 1 year of work
- Monthly gym, phone, and work from home stipends

This is a fully remote position within the US. Most of the members of the team are based on the east coast. We frequently connect with team members in Israel via zoom and slack. We largely maintain east coast business hours, with flexibility as needed. Given the nature of this role, expect some evening/weekend work, as well as some travel for events, etc.

Salary range for this role is \$80,000 - \$88,000 annually.

### **Hiring Process and Timeline:**

- Applications will be accepted on a rolling basis, with preference given to those submitted by January 12, 2024
- The interview process will be wrapped up by mid-February
- We aim to have someone in place by late February or early March.

**[To apply please submit a resume & cover letter here.](#)**



## **TAMID GROUP**

*TAMID Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TAMID complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*TAMID expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of TAMID's employees to perform their job duties may result in discipline up to and including discharge.*