



**Job Title and Location:**

Development Associate, Tamarack Camps  
6735 Telegraph Rd. Suite 380  
Bloomfield Hills, MI 48301  
248-647-1100  
www.tamarackcamps.com

Tamarack Camps, a non-profit Jewish camping organization, is currently seeking a full-time Development Associate. Established by the Fresh Air Society, Tamarack Camps provides enriching Jewish camping experiences for children and families, independent of financial ability, building a vibrant community.

**Responsibilities:**

Work closely with the director of development and lay leaders in implementation of the development agenda

Specific responsibilities include, but are not limited to:

- *Support the Director of Development in all development efforts*
- *Support alumni efforts*
- *Manage all aspects of donor/alumni sections of data base including data organization and reporting*
- *Manage all back office aspects of 'Send a Kid to Tamarack Annual Campaign' – including lists, brochure, targeted mailings, event logistics, event invitations*
- *Coordinate agency newsletter*
- *Coordinate e-newsletter and agency-wide email blasts, including writing, picture selection and scheduling for the agency, donors and alumni*
- *Co-ordinate public relations and advertising efforts including social media*
- *Serve as agency/Federation liaison regarding marketing projects*
- *Conduct sponsorship research and database creation*
- *Prepare invoices*
- *Keep records of pledges and payments*
- *Prepare new pledge agreements, send out agreements and letters, supervise the protocol as agreements and payments come in*
- *Assist in all aspects of grant research, writing and proposal preparation*

**Requirements:**

Bachelor's Degree  
Excellent proficiency with data base structure, set-up and usage  
Excellent proficiency with Microsoft Office including Word, Excel and Power Point  
Knowledge of and willingness to learn about social media  
Excellent written and verbal communication skills  
Superior people skills: in person, on the phone, by email, using social media  
Well-organized  
Attention to detail  
Knowledge of Detroit Jewish community a plus

**Salary:** Commensurate with experience

Interested individuals should send resume to [tamarack@tamarackcamps.com](mailto:tamarack@tamarackcamps.com).