



Position Description: Development Associate

Department: Development

Reports to: Development Director

Camp Solomon Schechter is seeking an energetic, dedicated, and detail-oriented Development Associate. This is an excellent opportunity for an early- to mid-career professional looking to grow in fundraising, including individual giving, events, grant writing, communications, public relations, and promotions. This position reports to the Development Director and works closely with the Board, senior staff, and volunteers to support our mission.

Camp Solomon Schechter (CSS) has a 70-year tradition of fun, friendship, and Jewish education in the Pacific Northwest. We value each child as an individual and support their social and spiritual growth. Our campers explore independence in a safe, nurturing environment and are encouraged to try new things, make friends, and grow as leaders and individuals. CSS offers a fully immersive, welcoming, and spiritual Jewish experience.

We are also home to the Stampfer Retreat Center, a beautiful setting for conferences, retreats, and special events from mid-August through mid-June, as well as a year-round outdoor school, OSPREY Camp. Both provide a welcoming, safe, and values-based environment that promotes community and personal growth through art, culture, sports, and environmental education.

Key Responsibilities

- Process and acknowledge donations promptly.
- Maintain and update donor database (DonorPerfect Online).
- Draft donor correspondence, reports, and related materials.
- Research prospective donors and prepare donor briefings for camp leadership, board members, and development volunteers.
- Build relationships with a mid-level donor base and corporate sponsors.
- Build relationship with community partners across the PNW region.
- Track grant deadlines and assist with grant applications and reporting.
- Support event planning and fundraising campaigns.
- Assist Board, staff, and volunteers with development initiatives.
- Lead alumni relations outreach and engagement, including an annual retreat.

Qualifications

- Bachelor's degree in a relevant field (required)
- 1–2 years of experience in fundraising or related field (preferred)



- Excellent written and verbal communication skills
- Highly organized and able to manage multiple priorities
- Motivated, collaborative, and results-oriented
- Proficient in Microsoft Office; comfortable working in multiple database programs
- Knowledge of Jewish culture or the Pacific Northwest Jewish community (preferred)
- Willingness to occasionally work evenings or weekends for events and meetings

To Apply

This is a full-time, non-exempt hourly position, paying \$27–\$29/hour, which annualized equates to \$56,160 - \$60,320, depending on experience. Benefits include medical, dental, vision, vacation, sick leave, holidays, 401k retirement, and life insurance. Please submit your cover letter and resume to development@campschechter.org. Only those selected for interviews will be contacted. Preferred start date is on August 1, 2025.

We know many candidates, especially women and people of color, may not apply unless they meet every qualification. If you meet most of the requirements and believe you would bring value to our team, we strongly encourage you to apply.

Camp Solomon Schechter is an equal opportunity employer and considers all applicants without regard to race, color, gender, gender identity, marital or veteran status, sexual orientation, age, religious belief, national origin, disability, or any other protected status.