

## **Executive Director, Jewish Community Relations Council of St. Louis**

### **Position Summary**

The Executive Director has the strategic and operational responsibility for JCRC's staff, programs, and execution of its vision and mission. The Executive Director continuously evaluates and assesses the effectiveness and productive impact of the full range of JCRC program offerings. The Executive Director reports to the board of directors through the Board Chair, who serves as the board's representative.

### **Essential Functions, Duties, and Responsibilities**

- Work productively with the JCRC Board of Directors to implement the mission and vision for the agency.
- Effectively guide the organization to convene, educate, and mobilize broad support on issues of significance to the Jewish community by skillfully championing causes and collaborating with relevant organizations.
- Support the JCRC Council to fulfill its policy making and advocacy roles.
- Effectively represent the JCRC on regional boards, councils, and advisory groups (or designate staff to do so) and represent the Jewish community to elected and executive representatives at the local, state, and federal levels.
- Build professional relationships with leaders in the faith, policy, social service, business, and governmental communities to advance common interests and fight antisemitism.
- Actively oversee agency fundraising including planning and implementing development plans; overseeing other fund development activities, such as grant writing and fee-for-service offerings; cultivating and soliciting donors; and managing donor stewardship.
- Prepare annual organizational work plans and budget for board approval. Ensure systems are in place for program evaluation to communicate effectively to the board, donors, community, and other relevant constituents.
- Cultivate and steward prospective board members, facilitate the board-nominating process, and develop all onboarding and training programs.
- Manage all JCRC board and ad-hoc committees including identifying committee leaders and members, developing mission plans for committees, and ensuring appropriate staffing for committees and subcommittees.
- Recruit, hire, and manage team members. Conduct weekly staff meetings and regular one-on-one discussions. Provide feedback by utilizing a performance review process and update HR policies to remain in compliance with best practices.

- Deepen and refine all aspects of JCRC's external communication strategy from its digital presence to its external relationships to continue to promote the mission of the JCRC. Represent the JCRC to the media.

### **Knowledge, Skills, and Abilities**

- Ability to represent a Jewish voice in coalitions and public forums through a working knowledge of Jewish values, history, heritage, culture, and ideals.
- Knowledge of the history of antisemitism and effective strategies to combat modern forms of antisemitism.
- Knowledge of Israel – U.S. relations as well as Israeli history and current events.
- Knowledge of the foundation of social justice and racial equity.
- Ability to form durable and productive relationships with the breadth of voices in the Jewish community.
- Ability to build meaningful relationships outside of the Jewish community with various governmental, faith, racial, and ethnic group representatives.
- Ability to collaborate and work across different points of view.
- Ability to think creatively and entrepreneurially about program and fund development.
- Skills in constructing compelling written communication in a variety of formats that include online posts, formal letters, editorials, and more.
- Skills in engaging and persuasive public speaking that are equally effective one-on-one with community leaders, larger groups of stakeholders, and with the public.
- Strong non-profit management skills including finance and budget, fundraising, human resources, and board and volunteer management.

### **Education and Experience**

At least three to five years in leadership roles including staff supervision, program development/management, team building, human resources management, fundraising/grant writing, finance, and/or operations in a nonprofit or governmental context; or an equivalent combination of education and experience. Some experience with executive leadership is preferred.

- Jewish communal experience preferred.
- Marketing, public relations, and fundraising experience with the ability to engage a broad range of audiences and constituents.

- Excellent organizational management skills to develop a high performing team with a focus on setting and achieving strategic goals and objectives in line with budgetary requirements.
- Bachelor's degree is required. An advanced degree is preferred.

### **Physical Requirements**

- Light sedentary office work.
- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift up to 25 lbs.
- Ability to travel domestically and internationally as required.
- Evenings and weekend hours as required.

### **Who We Are**

The Jewish Community Relations Council of St. Louis (JCRC) works within the Jewish and broader communities in St. Louis to enhance cooperation with other religious, racial, ethnic, and civic groups; foster a just, democratic, and pluralistic society; and promote the security of Israel and Jews everywhere. Guided by Jewish values, the JCRC advocates, educates, collaborates, and mobilizes action on issues important to the Jewish community. The JCRC envisions a vibrant and secure Jewish community in a thriving and just St. Louis region.

### **We Convene Our St. Louis Jewish Community Around a Common Table**

The JCRC Council composed of 35 member organizations, up to 10 community members, and the JCRC Board of Directors, engages in civil discourse and collaborates to represent the diverse viewpoints of the St. Louis Jewish community. The council adopts policy positions that influence how JCRC advocates on issues in the name of the Jewish community.

### **We Build Deep Relationships in the Greater St. Louis Community**

The St. Louis Jewish community is passionate and ambitious, but we know we cannot change the world on our own. Through dialogue and shared action, we represent Jewish values as we partner, collaborate, and build relationships with other religious, ethnic, cultural, and social justice organizations. Our goal is to improve the quality of life for all.

### **We Mobilize our Community for Change**

We work to empower the St. Louis Jewish community to act for a more just region. We offer learning opportunities to foster greater understanding about Israel and other issues important to the Jewish community. We combat antisemitism and other forms of racism or group prejudice by providing education, support, and opportunities for advocacy. For instance, through our Student to Student Program, we provide leadership training to Jewish teens who help fight antisemitism by teaching about Judaism in local high schools.

## **Who You Are**

The successful candidate for this position should have a track record of collaboration across differences; and be the Jewish voice in coalitions and public forums through a working knowledge of Jewish values, history, heritage, culture, and ideals. They should be entrepreneurial, with an ability to create programs and processes to improve and sustain the organization. They should have excellent communications skills as a listener, writer, and orator and the ability to advocate and persuade on behalf of the positions of the Jewish Community Relations Council. The successful candidate must be comfortable in a variety of interfaith and intergroup environments.

The successful candidate should have a background in organizational management including staff supervision, program development, fundraising, and overall operations in a non-profit, government, or similar environment.

## **What You Will Do**

You will report to the board of directors through the Board Chair who serves as the board's representative.

Your core responsibilities will be:

1. **Support JCRC's Vision and Mission:** Work productively with the JCRC Board of Directors to create a plan to implement the mission and vision of the agency. Support the board of directors in its governance of the organization. Support the JCRC Council to fulfill its policy making and advocacy roles.
2. **Community Relations:** Guide the organization to convene, educate, and mobilize broad support on issues of significance to the Jewish community by skillfully championing causes and collaborating with relevant organizations. Represent the JCRC on regional boards, councils, and advisory groups (or designate staff to do so) and the Jewish community to elected and executive representatives at the local, state, and federal levels.
3. **Operations Management:** Prepare annual work plans and budget for board approval. Prepare program evaluations. Recruit, hire, and manage team members.

4. **Fundraising:** Actively oversee fundraising including planning and implementing development plans; overseeing other fund development activities, such as grant writing and fee-for-service offerings; cultivating and soliciting donors; and managing donor stewardship.

5. **Communications:** Deepen and refine all aspects of JCRC's external communication strategy from its digital presence to its external relationships to continue to promote the mission of the JCRC. Represent the JCRC in media.

### **Required Knowledge, Skills, and Abilities:**

- Ability to represent a Jewish voice in coalitions and public forums through a working knowledge of Jewish values, history, heritage, culture, and ideals.
- Knowledge of the history of antisemitism and effective strategies to combat modern forms of antisemitism.
- Knowledge of Israel – U.S. relations as well as Israeli history and current events.
- Knowledge of the foundations of social justice and racial equity.
- Ability to form durable and productive relationships with the breadth of voices in the Jewish community.
- Ability to collaborate and work across different points of view.
- Skills in constructing compelling written communication in a variety of formats.
- Skills in engaging and persuasive public speaking that are equally effective one-on-one with community leaders, with larger groups of stakeholders, and with the public.

### **Required Experience, Training, and/or Education**

- At least three to five years in leadership roles including staff supervision, program development/management, team building, human resources management, fundraising/grant writing, finance, and/or operations in a nonprofit or governmental context, or an equivalent combination of education and experience.
- Marketing, public relations, and fundraising experience with the ability to engage a broad range of audiences and constituents.
- Organizational management skills to develop a high performing team with a focus on setting and achieving strategic goals and objectives in line with budgetary requirements.
- Bachelor's degree is required. An advanced degree is preferred.
- Jewish communal experience preferred.

### **Applying**

The salary range for this position is \$85,000 – \$100,000 annually. Benefits include medical, dental, vacation and wellness leave, and a match in a 403(b) retirement

program. This full-time, salaried position requires residence in the St. Louis region. There is a hybrid work environment with a mix of in-office, at home, and community-based work locations.

To apply, please send your resume and cover letter explaining why you are qualified for the role and why we should be interested in you. Your cover letter should illustrate some of the following skills, abilities, and experience: collaboration, entrepreneurial thinking, working across differences, and community and/or governmental relations experience. Please submit a writing sample no longer than 1000 words that demonstrates your persuasive abilities and if possible, a link to a video illustrating your public speaking abilities.

Please send your materials to [jrcrcjobs@jrcrstl.org](mailto:jcrcjobs@jrcrstl.org). Please have the subject line of the email read “[Your Last Name], [Your First Name] Application for Executive Director.”

Interviews to begin the week of January 13

### **Hiring Process**

Elements of the JCRC Executive Director hiring process may include phone interviews, video interviews, in-person interviews and reference checks. Members of the JCRC Executive Search Committee and/or members of the JCRC Board Directors will conduct interviews. We will conduct final interviews in person.

### **Equal Employment Opportunity Policy**

The JCRC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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.