



Jewish Community Relations Council of St. Louis

JCRC Executive Director 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 committees and subcommittees are staffed appropriately.
- 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.