

Associate Director

Holocaust & Human Rights Educational Center

Westchester County, New York

About the Organization

Based in Westchester County, New York, our organization is dedicated to preserving the memory of the Holocaust, amplifying survivor testimony, and advancing human rights education. We partner with public and private middle and high schools, houses of worship, and civic community centers to deliver meaningful, age-appropriate educational programming. As we deepen our regional impact, we are also strengthening our national presence through strategic partnerships and expanded programming initiatives.

Position Overview

The Associate Director is a senior leadership role responsible for strengthening donor relations, supporting public funding efforts, assisting with educational outreach growth, and helping ensure strong day-to-day organizational operations. This individual works closely with the Executive Director and Director of Education to advance the organization's mission and strategic priorities. The ideal candidate is a relationship-builder, strong administrator, and thoughtful advocate for Holocaust remembrance and human rights education.

Key Responsibilities

Development & Donor Relations

- Assist with cultivation and stewardship of individual, foundation, and corporate donors in Westchester County and the greater New York region
- Support broader national donor engagement strategies
- Assist in planning and executing fundraising campaigns and special events
- Maintain consistent donor communications

Government Relations & Public Funding

(In partnership with the Executive Director)

- Build upon relationships with local, county, state, and federal elected officials
- Represent the organization at civic and governmental meetings
- Assist in developing funding strategies that support educational programming

Educational Partnerships & Speakers Bureau

(In partnership with the Director of Education)

- Develop and sustain relationships with public and private middle and high schools
- Coordinate programming with houses of worship and civic community centers
- Maintain and expand a vibrant Speakers Bureau featuring Holocaust survivors and second- and third-generation descendants
- Ensure trauma-informed, respectful engagement with speakers and audiences
- Support strategic expansion of local and national educational outreach initiatives

Office & Administrative Leadership

(In partnership with the Executive Director)

- Help oversee daily office operations to maintain a professional, efficient, and welcoming environment
- Supervise administrative staff and volunteers as assigned
- Assist with budgets, contracts, reporting systems, and organizational infrastructure
- Support Board of Directors engagement, logistics, and meeting preparation
- Strengthen internal systems and operational processes

Community Engagement

- Serve as a visible ambassador throughout Westchester County
- Build relationships with civic leaders, educators, and community partners
- Support commemorative events and public programs

Who You Are

- A mission-driven leader with 5–7 years of nonprofit experience in development, education, or public affairs
- A skilled fundraiser with experience cultivating donors and securing grants
- Organized, communicative, and strategic, with a strong sense of responsibility
- Deeply committed to Holocaust remembrance, human rights, and combating antisemitism

Compensation

Salary: **\$60,000 annually**, commensurate with experience.
Benefits package available.