



## JOB DESCRIPTION

<b>Position Title:</b> Jewish Life Director	<b>Program:</b> Norman E. Alexander Center for Jewish Life
<b>Reports to:</b> Chief Program Officer (CPO)	<b>FSLA Classification:</b> Exempt
<b>Location:</b> Northern Manhattan	<b>EEO Category:</b> Professional

### ABOUT US

Established in 1917, the YM & YWHA of Washington Heights and Inwood (the “Y”) is a not-for-profit Jewish community center that welcomes people of all backgrounds and beliefs. We offer a wide range of educational, recreational and social services programs to enhance the quality of life of the people we serve. From topnotch early childhood education and youth development programs to innovative senior center services, there’s always something for everyone at the Y!

### POSITION OVERVIEW

It is with great pride that the Y is opening the Norman E. Alexander Center for Jewish Life. Blessed with beautiful landscape, easy access through public transportation, and a more affordable lifestyle, Upper Manhattan has become the area with the largest demographic growth of Jewish individuals and families in all of NY over the past two decades. In addition, because of its reputation and capacity, the Y has become a trusted convener and connector among the Jewish organizations in the area. As such, in order to meet the growing needs and dreams of a community wishing for more robust and collectively-created Jewish engagement opportunities for people of all ages and backgrounds, the Y is seeking to hire the founding Director to co-create and run the Norman E. Alexander Center for Jewish Life (“Center”).

Reporting directly to the Chief Program Officer, the successful candidate should have a deep commitment to the legitimacy of multiple paths for the exploration and expression of Judaism, and to the power of a diverse and inclusive Jewish community. They must have a passion for outreach and engagement, as well as a talent for crafting programs and experiences, some at the Y and others in collaboration with the wider community, that connect with the aspirations of community members from infancy to older adults. Given the grassroots efforts that will be required to engage the wider community in the Center, the candidate should have strong interpersonal skills, a proven track record of successful outreach efforts engaging with diverse populations, and the ability to inspire others while representing the organization with professionalism at different forums, including community leaders, Board members, and donors. Key to the applicant’s success will be their creative ability to conceptualize programs and oversee their implementation, manage multiple and often times simultaneous projects with full-time and part-time staff, and transform innovative ideas into impactful, strategic, and budget-conscious experiences that are reflective of the needs of our population as well as of our plan for the growth of the Center. The successful candidate for Director of the Norman E. Alexander Center for Jewish Life will have experience running and supervising creative Jewish programming, building professional teams, and the ability to direct marketing staff tasked with the branding of the Center.

### ESSENTIAL FUNCTIONS

#### Strategic Leadership

- Overall responsibility for the Norman E. Alexander Center for Jewish Life.
- Member of the CPO’s Programming Leadership Team, responsible for bringing the Y’s overall programmatic vision to fruition. This includes leading activities such as programming meetings and staff retreats.
- Key role in building and maintaining relationships with leadership from local synagogues and other organizations in the area.

- Responsible for recruiting (and providing guidance to) volunteers and staff from the Y and the wider community to join and working committees that will oversee programmatic aspects of the Center.
- Provide vision, guidance, and support to direct reports and to entire Jewish Life Team, comprised of all staff responsible for planning and running the Center's programs and activities.
- Run regular Jewish Life Team meetings, check-ins with Jewish Life staff, and timely reporting of relevant information to all relevant stakeholders (internal and external).
- Serve as the intermediary between all staff and activities related to the Center and CPO, providing relevant information in a timely manner.
- Represent the Y in external forums.
- Participate in and promote Y programs outside of own area.
- Actively support the effort to find additional resources to enhance the quality of programs and services.
- Develop and execute the Center's branding and marketing strategy with support from marketing staff.
- Model commitment to the values and goals of the Y; champion and articulate the Y's culture and approach to program delivery and interpersonal relationships.

#### **Program Planning, Implementation, Evaluation, and Continuous Development**

- Develop the Center's strategic vision, short / long term goals, and outputs, ensuring programs and experiences are aligned with organizational priorities and community needs, and that they remain impactful, innovative, and evolve from year to year.
- Develop matrices and evaluation tools for the Center.
- Develop job descriptions as needed.
- Recruit part-time and full-time staff as needed.
- Responsible for planning, running, supervising, and evaluating well-planned programs and experiences, and implementing ongoing improvements.
- Develop and strengthen partnerships with new and existing organizations (local, Israeli, and global) that will grow the Center, with a focus on local synagogues and organizations in Upper Manhattan.
- Enhance Jewish presence in existing Y programs in a strategic and calibrated way.
- Develop new programs and experiences that reflect the vision and plan for the Center.
- Provide direct support to Program Directors in programming and staff coverage, as needed.

#### **Compliance and Administration**

- Ensure timely compliance with all funders, including private donors, UJA, and other foundations.
- Facilitate the efficient functioning of the Jewish Life team and effective coordination between the team and other Y departments.
- Complete all Y system-wide reporting and paperwork requirements in a timely and accurate manner, including payroll materials, departmental goals and work-plans, budget preparation, tracking, and monitoring reports, employment paperwork, and other administrative /compliance requirements.

#### **Professional Development**

- Responsible for the Professional Development of the Jewish Life team members, including ongoing coaching, mentoring, performance feedback, and training opportunities.
- Work with the Human Resources to attract, recruit, develop, and retain a high-performing and high-potential talent pool of full-time and part-time staff.

#### **SUPERVISORY RESPONSIBILITY**

- Will directly supervise at least one full-time staff member and at least three part-time staff members.
- As the leader of the Jewish Life Team, the Director for Jewish Life will manage an interdepartmental team of at least seven full-time staff members and four part-time staff members.

**POSITION TYPE / EXPECTED HOURS OF WORK**

- Full-time position
- This position will require availability to work weekends, some evenings, and Shabbat and Jewish holiday programming.

**WORK ENVIRONMENT**

- Work is performed in a typical community center environment.

**TRAVEL**

- Able to travel to various sites in New York City (mainly Washington Heights), and maintain a strong physical presence in all programs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal skills.
- Proven planning, leading, organizing, and supervisory skills; can work in a well-planned and organized manner; can multi-task and follow through on multiple deliverables.
- Able to effectively allocate time and resources that actualize institutional goals and priorities.
- Organization and people savvy; can make informed decisions; can collaborate, influence, forge strong partnerships and maintain cordial, professional relationships.
- Comfortable dealing with change and fluid environment; flexible and adaptable especially when faced with challenging situations.
- Excellent verbal and written communication skills; able to clearly and appropriately communicate in a variety of settings and styles.
- Proficient in the use of Google Suite, Microsoft Office applications, social media and other technology platforms for youth programs.

**REQUIRED EDUCATION AND EXPERIENCE**

- Master's degree required, preferably in a field related to Jewish Education (formal and/or experiential), Jewish Arts and Culture, Non-Profit Management, Organizational Planning and Development, etc.
- At least eight (8) years of experience running programs and Jewish experiences, preferably with diverse populations in age, affiliation, and background, including at least four (4) years with a proven track record in a supervisory capacity.
- Demonstrated experience in curriculum and program development with proven work output related to continuous improvement of educational programs.
- Bilingual in English and Hebrew preferred.

**WORK AUTHORIZATION & CLEARANCE**

- Documentation of U.S. citizenship or eligibility to work in the U.S.
- Must pass the background checks required by the Y, the Department of Health (DOH), and Department of Education (DOE).

**OTHER DUTIES**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other functions and responsibilities may change or may be assigned.

**To apply, send your resume and cover letter to [myafe@ywashhts.org](mailto:myafe@ywashhts.org).**

This position is open to internal and external candidates.