



## **Job Posting Manager – Kehillah Cooperative**

**Department: Finance and Administration**  
**Reports To: Managing Director, Finance & Administration**  
**Status: Exempt Position**  
**Location: Northern New Jersey**

### **Background info:**

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in the northern New Jersey area, in Israel, and around the world. Our primary functions are community planning and allocations, financial resource development, and leadership development.

### **Position Summary:**

The Kehillah Cooperative is an initiative of Jewish Federation of Northern New Jersey (Federation) that was formed over ten years ago to lower costs among our northern New Jersey Jewish organizations by purchasing goods and services together as a group. The role has evolved beyond collective purchasing and into other areas including security grant support and review, vendor research and vetting, and coordinating professional development opportunities.

The objective of the Kehillah Cooperative is to build a stronger more cohesive Jewish community by creating a cooperative process, embracing all the local not-for-profit Jewish organizations, on a voluntary basis. By delivering a free service that positively impacts their bottom line and the overall functioning of their organization, we transform the communities' relationship with Federation and highlight the benefits of working together.

The Kehillah Cooperative Manager (KCM) is charged with the important role of bringing the Kehillah Cooperative, and consequently Federation, to the forefront of the greater Jewish community in Northern New Jersey and increasing agency participation and engagement in Federation-led activities. He / she will be a resource to the many organizations that have begun to see us as their "go to" in product & service choices and act as a consultant on broad areas of cooperation.

### **Responsibilities of the KCM include:**

- Coordinating with beneficiary agencies, as a whole or in segments, to identify and assess common needs wherein the Kehillah Cooperative can play a central role in providing cost savings and or reduced-cost purchasing.
- Identifying and negotiating with suppliers for services and goods. These negotiations should include such items as vendor questionnaires, requests for proposals (RFPs), master service agreements, fixed or variable price contracts, service level agreements and contract compliance.
- Monitoring supplier performance metrics and conducting regular market surveys to determine market pricing for similar items.

- Working with Federation lay leaders to develop and manage contracts with suppliers in various areas including but not limited to: utilities, insurance, benefits, office supplies, maintenance contracts, equipment leases, information technology and shared services.
- Conducting workshops and presentations to demonstrate significant cost savings and assist participating agencies in implementing chosen initiatives.
- Working with the Marketing department to highlight the Kehillah Cooperative within the Jewish community.
- Working with the Planning & Allocations team to ensure coordinated outreach to and support of all agencies and organizations.
- Monthly or quarterly reporting of wins and losses of the group purchasing efforts, by quantifying dollars saved, number of participating organizations, and achievement of benchmarks.
- Assisting local Jewish schools, synagogues, and agencies with preparation and submission of grants, specifically related to security and possibly to include others, as needed. Assistance may include technical workshops, editing, providing advice on content, and support in implementation.
- Coordinating with the Director of Jewish Community Security on security trainings, grant submissions, and other projects, as needed.
- Developing and implementing workshops in content areas identified as needs by community organizations and identifying appropriate content providers for workshops.
- Other ad hoc responsibilities as deemed fit.

#### **Qualifications and Skills:**

- Bachelor's degree.
- Strong communication and coordination skills; ability to bring together and work with diversified teams, motivate various agency stakeholders, and coordinate with all parties involved in the process of a specific initiative.
- Specialized knowledge and experience in purchasing activities including negotiations with suppliers for contracts of goods and services.
- The ability to work both independently and in a detailed hands-on business process capacity.
- Analytical abilities to identify and roll out the best product or service offering.
- Experience writing and/or managing grants. Government grant experience a plus.
- Fortitude to implement a chosen initiative and see it through.
- A big picture view of the goals and vision.
- Flexible and possess strong time management and multi-tasking skills.
- Strong personal commitment to Federation's mission.
- Sales experience (preferred).
- Experience and comfort in Microsoft Office software, including Word, Excel, and PowerPoint.
- Availability to work occasional nights and weekends.
- Fully vaccinated against COVID-19.

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