



**Job Posting**  
**Director, Center for Israel Engagement**  
**Jewish Federation of Northern New Jersey**

**Department:** Programming  
**Reports to:** Chief Operating Officer  
**Status:** Full-time 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 northern New Jersey, in Israel, and around the world. Our primary functions are community planning and allocations, financial resource development, and leadership development.

**Position Summary:**

The Center for Israel Engagement is one of Federation's main programmatic departments. The Manager is responsible for planning large scale Israel programs, that engage various demographics and communities within the northern New Jersey Federation catchment area. Programming should keep current donors engaged with Federation, and connect new community members not yet engaged with Federation.

The Manager of the Center for Israel Engagement is responsible for supervising, recruiting for, and implementing Federation's Israel travel programs, including Onward Israel and exchange programs under the Partnership2Gether platform. The Manager of the Center for Israel Engagement is expected to contribute to the overall success of Federation's financial resource development strategy through strategic programming and relationship building.

The Manager of the Center for Israel Engagement is responsible for planning and executing the annual Israel Film Festival, including managing the festival's committee, communicating with the outsourced consultant, venues, partners, and applying for county grants. The Manager is also responsible for the recruitment and administration of the adult Hebrew Ulpan language classes, including communication with new and returning students, and supervision of the educators.

**Responsibilities:**

- Recruit, manage, and steward lay leadership for all Israel committees
- Manage Partnership2Gether, a programming platform connecting northern New Jersey with its Israeli partnership city of Nahariya, and collaborate with lay committee
- Recruit for and implement Federation's Israel programs for middle school through college students, including the Onward Israel summer internship program
- Implement annual Israel Film Festival, including managing lay committee
- Supervise Ulpan program for adult Hebrew education
- Develop engaging programs with fundraising components
- Work collaboratively with financial resource development team to ensure continued engagement of current and prospective donors
- Work with partner organizations to ensure Federation's impact in the community as well as return on strategic investments



- Participate in staffing organizational events

**Qualifications and Skills:**

- BA/BS degree
  - 5+ years' experience in programming, working with lay leadership, or in the Jewish professional field
  - Excellent communication and interpersonal skills, self-motivation, and ability to work effectively as part of a team
  - Ability to work with all types of people and plan events from start to finish
  - Strong organizational skills, detail-oriented, and the ability to multi-task
  - Knowledge of and passion for Israel
  - Capacity to manage and organize confidential information
  - Proficient in Microsoft Office Suite and database management
  - Ability to work independently, creatively, and flexibly in a dynamic environment
  - Strong personal commitment to the Federation mission
  - Knowledge of Jewish community a plus
  - Knowledge of fundraising or working with donors a plus
  - Experience managing budgets a plus
  - Flexibility to work some evenings and some Sundays
  - Flexibility to travel to Israel in a staff capacity as needed
  - Must have been vaccinated against COVID-19.
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