

JOB DESCRIPTION:

Manager, Israel & Community Relations

JEWISHCOLUMBUS

ABOUT:

This is an amazing time to join JewishColumbus. We are four years into an integrated partnership of the Jewish Federation of Columbus and the Columbus Jewish Foundation. Our annual campaign brought in over \$6MM in FY 2022 and our Foundation holds \$145MM in assets. We are the community convener; we respond to crisis and ensure a strong future for the Columbus Jewish community through robust and trusting partnerships with local Jewish agencies and synagogues. We are innovative. We are inclusive. We challenge the status quo and strive to be at the forefront of trends within the Jewish and non-profit communities. Work for an organization where your time and talent will be valued, and your voice will be heard.

THE ROLE:

The Manager of Israel & Community Relations (MICR) is the ideal role for a strategic thinker who is passionate about Israel, combatting antisemitism, and championing the Jewish community. In this role, you will be the lead for the Israel & Overseas and Holocaust Education committees and will assist the Senior Director with projects of the Jewish Community Relations Council. Strong communication skills and a drive to build meaningful connections between Columbus and Jewry in Israel & overseas are critical for success in this role. The MICR will connect with diverse communities to collaborate and promote JewishColumbus' key priorities. The ideal candidate will possess the skills to work with professional and volunteer leaders of all community agencies, Jewish and interfaith houses of worship, institutions and organizations as well as government officials.

REPORTS TO: Senior Director, Community Relations

SPAN OF CONTROL: no direct reports

RESPONSIBILITIES:

- Israel Engagement (50%)
 - Develop a strategy for Israel & Overseas through community assessments
 - Partnership2Gether (P2G) – a partnership between the Jewish community in Columbus and Kfar Saba, Israel
 - Provide reinforcement for P2G programming as well as the P2G committee
 - Act as staff liaison to overseas partners at the Jewish Agency For Israel and in the Kfar Saba Municipality
 - Oversee marketing and communication of partnership activities in coordination with the Marketing Department
 - Coordinate project plans, selection, review, and follow-up reports in collaboration with key partners
 - Increase awareness of current issues related to Israel amongst target audiences
 - Provide appropriate written or verbal responses as needed on key issues related to Israel
 - Promote / publicize commemorative events (Yom Ha'Atzmaut & Yom HaZikaron)
 - Communicate and coordinate with our partner agencies for community-wide projects
 - Partner with other pro-Israel organizations to grow support for Israel within the broader community and respond to efforts to delegitimize Israel
 - Assist with program design materials, meeting presentations, etc.
- Holocaust Education Committee (HEC) (35%) – Educating the community and raising awareness
 - Identify opportunities and develop resources to educate, increase awareness and commemorate the Holocaust amongst all key audiences
 - Manage and schedule the speakers bureau for community education

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- Active filtering and triage of incoming speaker requests
- Investigate, invest in, and expand speaker list
- Plan, promote, and publicize commemorative events for Kristallnacht and Yom HaShoah
- Community Relations (15%) – Building relationships and educating on key issues
 - Provide research to assist in implementation of JewishColumbus’ public affairs agenda
 - Serve as a resource on community relations issues and activities to Federation stakeholders, including volunteer leadership and others
 - Maintain contact list of interfaith, government and other appropriate leaders/ organizations both non-Jewish and Jewish (Israel Consulate, JCPA etc.)
 - Assist with maintaining database information such as participants, lay leader subcommittee groups, etc.

Other tasks and assignments as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in related field such as Jewish communal service, public administration, advocacy, or law
- Strong proficiency with Microsoft Office Suite
- Basic knowledge of current events and history of Israel and Middle East

PREFERRED EXPERIENCE:

- Master’s degree and experience in related field such as community relations, government relations, public policy and/or advocacy
- At least 3-5 years serving in similar position
- Experience in a non-profit setting and/or grassroots organizing
- Experience in working with lay leaders and professionals from Jewish organizations and communities abroad
- Experience working with diverse constituencies to develop consensus
- Experience with social media and other forms of digital communication are strongly desired

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of Jewish practices, customs, history and community infrastructure
- Knowledge and understanding of Israel, government affairs, legislative processes and advocacy
- Strong organizational skills, effective multi-tasker and ability to meet deadlines
- Strong interpersonal communication skills, both written and verbal
- Ability to think analytically, communicate ideas and develop solutions
- A strong bias for action and ability to adapt in a fast-paced, ever-changing environment
- Ability to work both independently and closely with others in a team environment
- Possess integrity for maintaining confidential information
- Hebrew fluency is a plus, but not required

SCHEDULING REQUIREMENTS:

Must be available to work during standard business hours (Monday-Friday) and occasional evening and/or weekend hours.

TO APPLY:

Please email resumes to talent@jewishcolumbus.org.

The preferential application deadline for this position is Friday, November 11, 2022.