

## **JOB DESCRIPTION:**

Director of Leadership  
Development



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### **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 \$6.1M and our Foundation holds \$145M 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.

For more information about the Columbus Jewish community and JewishColumbus, visit the website at [www.jewishcolumbus.org](http://www.jewishcolumbus.org).

### **THE ROLE:**

The Director of Leadership Development will spearhead and manage the process of identifying, engaging, placing and further developing leaders for today and the future. This Director will work closely and collaboratively with multiple departments within Federation to support their specific leadership development needs. The Director will also oversee the professional development needs of JewishColumbus staff. The primary role of this position is to support the Financial Resource Development (FRD) department mission and Core JewishColumbus Strategies to maximize giving & campaign participation, build strong community, develop leaders, and help build connections to Israel with 22–40-year-olds. The Director of Leadership Development is responsible for identifying, cultivating and developing the next generation of donors and leaders, and connecting them to JewishColumbus.

The ideal candidate for this position will be a scholar, an educator or a nonprofit professional with at least ten years of relevant experience. Candidates must be creative, nimble and capable of working collaboratively across the organization and with lay leaders. Strong strategic thinking and exceptional attention to detail are paramount in this role. Every nonprofit needs a leadership pipeline, and every person needs a learning and development pathway. The person in this position will evaluate and work with all of our lay leadership in some capacity, building on existing leadership development strategies and opportunities for JewishColumbus lay leaders and Jewish professionals across the city.

**REPORTS TO:** supervisor TBD

### **RESPONSIBILITIES:**

Empower and develop current and future lay leaders so they feel a high degree of ownership, involvement and responsibility towards fulfillment of JewishColumbus' mission and goals.

- Work with Program Director of Young Jewish Columbus (YJC) to strategize a calendar of events for young adults.
- Attend all YJC Board meetings and work collaboratively with Board Chair and Program Director.

### **LAY LEADERSHIP DEVELOPMENT & PLACEMENT**

- Assess, revise and build upon the current Leadership JewishColumbus program.
- Develop new iterations of leadership development programs that build core competencies and connect participants to our collective values, the community and each other.

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- Cultivate relationships with volunteer leaders to understand their interests and skills and to match them appropriately.
- Work with JewishColumbus professionals and other agencies to identify and place leaders in appropriate positions.
- Support mechanisms for tracking volunteers and managing leadership transitions.
- Identify and cultivate young adults for JewishColumbus' leadership development program and the National Young Leadership Cabinet Board.
- Support recruitment for the General Assembly of the Jewish Federations of North America (i.e., the GA national conference).
- Annually identify the next generation of leadership in conjunction with the YJC Board Chair and the Program Director of YJC.
- Oversee and recruit for the Annual Meeting, including the leadership awards nomination and recognition process.
- Collaborate with staff on broadening the variety and types of leadership involvements and roles.
- Cultivate and maintain high standards in the area of diversity and inclusion by spearheading efforts and working with lay leadership in this area.

#### *PROFESSIONAL DEVELOPMENT & PLACEMENT*

- Devise and execute professional development opportunities and Jewish learning for JewishColumbus' professional and administrative staff in partnership with the Manager, People + Operations.
- Serve as the lead staff for JPro Columbus, a local framework to complement the international association for Jewish communal professionals; form and work with a committee to execute events and programs for skill development and networking.
- Assist with annual staff recognition as a part of the Employee Experience Committee in partnership with the Total Rewards + Compliance Manager.

#### *TARGETED EDUCATION & OUTREACH FOR LEADERSHIP JEWISHCOLUMBUS (LJC)*

- Supervision of program faculty, advisers and consultants, including recruitment and evaluation.
- Development of program curriculum with the aim of ongoing innovation and improvement.
- Coordination with JewishColumbus colleagues on program design, development and implementation.
- Management of program recruitment and admissions processes.
- Communication about the program with candidates, partner organizations, and the broader public.
- Seek opportunities to demonstrate the impact of a donor's contribution on the community. This includes, but is not limited to:
  - Co-sponsor and attend community events of partner agencies.
  - Educate donors about agencies supported by JewishColumbus.
- Attend YJC Programs to build relationships and trust with 22–40-year-old Jewish professionals.
- Support as needed for JewishColumbus' philanthropic work in the areas of Jewish Life (including the Jewish nonprofit ecosystem) and Leadership Development.

#### **COMMITTEE RESPONSIBILITIES:**

- Staff the Leadership JewishColumbus (LJC) Committee.
- Identify, develop, and retain lay leadership who are prepared and energized to further the mission of JewishColumbus.

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- Development of an LJC Alumni Council that advises on the program and serves to support leadership in the agencies, day schools and synagogues throughout the Columbus Jewish community.

## **QUALIFICATIONS:**

Seeking individual with a diverse range of experience who enjoys managing complex situations and has the initiative, skills, and sensitivity needed to manage organizational change and create systems that increase organizational efficiency while supporting our culture and values.

- Bachelor's degree required.
- Entrepreneurial spirit with a take charge, self-starting attitude.
- Strategic thinker cultivating a growth-oriented environment.
- Excellent oral and written communicator.
- Strong proficiency with Microsoft Office Suite.
- Exhibits customer service focused behavior and possess integrity for maintaining confidential information.
- Capable of building trust and working in partnership staff to achieve results.
- Positive and solution-oriented attitude.

## ***PREFERRED EXPERIENCE:***

- Master's degree in Education, Organizational Development, Human Resources Development, Social Work, Public Administration or Jewish Communal Services.
- A minimum of ten years of relevant experience in Jewish communal, nonprofit, public sector, education or another related field.
- Experience leading teams and managing programs.
- Collegiality and capacity to work well as a team member.

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- Can inspire others – is creative, diplomatic, entrepreneurial.
- High degree of initiative and resourcefulness. Can perform under pressure.
- Flexible and adaptable to take on new responsibilities within a growing program.
- Ability to interact with high-level/major donors.
- Strong organizational skills, detail oriented, highly motivated, and ability to prioritize and meet deadlines.
- Interact effectively and diplomatically with a diverse constituency including donors, vendors, staff and lay leadership.
- Knowledge and experience in Judaism, Jewish communal services and programming.
- Understanding of volunteer engagement and training methodologies and resources.
- Passion for JewishColumbus' mission.
- Demonstrated ability to work with community members, leaders, professional peers and other Jewish communal professionals.
- Available to work evening and weekend hours.

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- Strong interpersonal, relationship building, and leadership skills to interact with a diverse body of lay and professional leaders.
- Ability to think strategically and guide others in a strategic planning process.
- Superior oral and written communication skills to express the mission and fundraising goals of JewishColumbus with clarity, passion, and persuasion.
- Ability to maintain the highest level of confidentiality and develop strong, collaborative working relationships with colleagues.
- A capacity to contribute to other JewishColumbus programs.

#### *SCHEDULE & WORKSTYLE:*

- JewishColumbus offers a hybrid work schedule with a preferred three days a week in the office, with the option of two remote days each week.
- The position requires work outside typical business hours of 9-5, Monday-Friday, in exchange for the benefit of having several Jewish holidays off when they fall on weekdays, and early end to the work day on Shabbat and the evenings that start the Jewish holidays.
- JewishColumbus offers a comprehensive benefits package (medical, dental, vision, FSA), a defined contribution retirement plan, generous vacation policy, paid legal and Jewish holidays, life insurance, generous parental leave policies and flexible hybrid work practices. Additionally, we offer voluntary learning programs throughout the year in subjects of interest to our staff.

#### **APPLY:**

Please submit resume to [talent@jewishcolumbus.org](mailto:talent@jewishcolumbus.org).

Review of applications will begin July 1, 2023 and continue until the position is filled.

JewishColumbus celebrates and welcomes people of all identities and backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, age, national origin, disability, veteran status, or other applicable legally protected characteristics.

JewishColumbus is an equal opportunity employer.

#### *JEWISH COMMUNITY NONPROFIT APPLICANTS:*

JewishColumbus is committed to supporting local Jewish organizations and to identifying the best talent for the community. If a current Jewish community nonprofit employee is hired for this role, we will work with their current employer to ensure an appropriate timeline and communications strategy. We welcome initial confidential inquiries to learn more about the role; however, current Jewish community nonprofit employees who move to a finalist round of interviews will be asked to communicate with their current employer about their candidacy.