

## **Position: Executive Director**

### **Organization:**

The mission of the Jewish Orthodox Feminist Alliance is to expand the spiritual, ritual, intellectual and political opportunities for women within the framework of *halakha*. We advocate meaningful participation and equality for women in family life, synagogues, houses of learning and Jewish communal organizations to the full extent possible within *halakha*. Our commitment is rooted in the belief that fulfilling this mission will enrich and uplift individual and communal life for all Jews. Founded in 1997, following an overwhelming response to the first of what has become seven major international conferences (each attended by over 1,000 women and men), JOFA has grown into an international organization with a mailing list of over 5500 subscribers.

### **Job Description:**

The Executive Director will lead and manage JOFA's development and growth. The Executive Director will work closely with the Board of Directors and JOFA's staff to expand JOFA's presence within the Jewish community and continue to build the organization's long-term impact. The Executive Director must be a leader who is passionate about JOFA's mission and has the personality to cultivate strong ties between JOFA and community stakeholders.

The Executive Director, together with the Board of Directors, will further develop and implement the vision of JOFA and will provide leadership for the JOFA staff, the Board, and the community. With the Board, the Executive Director will be involved in the development of long range strategic plans and implementing these plans. The Executive Director is responsible for energizing the Jewish community around a shared passion for Orthodox feminism and will communicate the vision and message of the organization to the public, to the donors, and to all other stakeholders. The Executive Director has primary responsibility for fundraising for the organization.

Specific responsibilities will include:

- Guiding the organization as it continues to develop its vision and long-term strategy
- Creating a long-term development plan, and raising the funds necessary to grow JOFA with an increased focus on attracting new major gifts and sources of funding.
- Creation and implementation of a long-term communications plan, incorporating both traditional and new media
- Overseeing the development, management and evaluation of JOFA's current and new programs and publications, as well as a more national focus for the organization
- Working closely with JOFA's Board of Directors: including staffing the Board committees, growing the Board and supporting Board members to become active partners in development efforts.
- Maintaining financial oversight of the organization
- Maintaining and developing relationships with other Jewish communal organizations

- Overseeing, mentoring and providing leadership to JOFA's staff, which currently consists of a Program Director, a part-time Editorial/Publications Manager and a part-time Administrative Assistant

Job Requirements:

- 8+ years relevant experience
- Proven track record of fundraising with an emphasis on major gift solicitation
- Experience with long-term organizational strategic development
- Commitment to and passion for JOFA's mission
- Familiarity and comfort with the Orthodox community and knowledge of the broader Jewish community
- Experience with working with non-profit boards (familiarity with governance issues/board development)
- Self-motivated, energetic, and flexible with excellent interpersonal and communication skills
- Ability to work closely and comfortably with individuals of different ages and varying leadership and communication styles
- Experience with engaging diverse communities and stakeholders

JOFA will consider applicants from a wide-range of professional backgrounds, both in the for-profit and non-profit sectors. Relevant experience as a lay leader will be considered.

Start Date: Fall 2011

Salary: Commensurate with experience.

Please send cover letter and resume to [search@jofa.org](mailto:search@jofa.org) with "Executive Director" in the subject line. We will be reviewing applications on a rolling basis. JOFA is an equal opportunity employer.