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Jewish Federation

OF GREATER NEW ORLEANS

Jewish Federation of Greater New Orleans

Executive Director

Sherry and Alan Leventhal Family Foundation Center for Interfaith Families

About JFGNO

Since 1913, the Jewish Federation of Greater New Orleans (JFGNO) has served as the central coordinating body for the Jewish community. The Federation directly supports local, national, and overseas programs – supplying critical services to those in need, strengthening the Jewish people, and inspiring a lifelong passion for Jewish life and learning. In an effort to include and address the needs of interfaith families, the Federation will be launching a groundbreaking initiative: the Sherry and Alan Leventhal Family Foundation Center for Interfaith Families. This center will provide a centralized resource and support system for interfaith partnerships and families in Greater New Orleans.

The Position

JFGNO seeks a creative leader to be its first Executive Director of the Sherry and Alan Leventhal Family Foundation Center for Interfaith Families. Working in collaboration with area synagogues and Jewish organizations, the Center's goal is to create nurturing and inclusive opportunities for people to explore and connect to Jewish values, traditions, experiences, texts, and spirituality in a self-selected manner. The four goals of the Sherry and Alan Leventhal Family Foundation Center for Interfaith Families are:

1. Ensuring that individuals, families, and children feel a connection to Judaism
2. Enriching and enhancing the Jewish community through non-judgmental acceptance
3. Increasing the Federation's visibility in the Jewish and non-Jewish communities
4. Strengthening relationships with Jewish and non-Jewish community partners

The Executive Director must be a creative visionary and a detail oriented, self-motivated administrator. They must be able to skillfully communicate with members of the Jewish and interfaith communities, and have the capacity to build constituencies between Jewish and non-Jewish communities. They will work collaboratively with a small advisory committee and have the opportunity to vision, initiate, and pursue program goals. The Executive Director will be expected to create and maintain an outreach database of interfaith families and couples, develop creative interfaith

GOLDRING-WOLDENBERG JEWISH COMMUNITY CAMPUS, HARRY AND JEANETTE WEINBERG BUILDING
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MEMBER: Jewish Federations of North America LOCAL CONSTITUANT AGENCIES: Jewish Community Center, Jewish Community Day School,
Jewish Family Service, Tulane Hillel. AFFILIATE: Jewish Endowment Foundation of Louisiana

programming events, provide grants to local organization that offer interfaith programming, and design vibrant web pages that offer referral and educational information. Opportunities exist to design and implement new approaches that address the needs of interfaith community members, as well as making modifications to existing programs. The Executive Director will have considerable freedom to initiate and pursue program goals, while being a part of and contributing to a larger framework that provides services and support to the local Jewish community.

Governance – The Executive Director will:

- As an employee of the Jewish Federation of Greater New Orleans they will report directly to the JFGNO CEO.
- Work closely with a volunteer advisory committee, ensuring fiscal oversight and accountability, and the development of innovative programming.
- Demonstrate analytical skills and business judgement in developing and managing financial and other resources.

Outreach – The Executive Director will:

- Serve as both an external and internal leader on issues relating to interfaith families and couples.
- Build strong relationships and partnerships with other community service organizations and other faith institutions.
- Be responsible for identifying interfaith couples and families.
- Create and maintain a database of interfaith couples, their children, and parents of interfaith couples by:
 - Gathering names from synagogues and communal agencies.
 - Participating in community events and activities.
 - Establishing and maintaining an active social media and web presence.

Programming – The Executive Director will:

- In collaboration with the advisory committee and Jewish communal leaders, initiate and lead learning opportunities, develop and host family and individual activities, and design engaging events. Programming may include:
 - Social action activities.
 - Workshops addressing parallel Jewish and non-Jewish holidays.
 - Family events relating to holidays, the Sabbath, and/or Jewish cooking.
 - Life cycle programming to better understand Jewish traditions and practices related to birth, marriage, and death.
 - Introducing interfaith families and couples to leaders and institutions within the Jewish community.
 - Discussions concerning formal and informal educational opportunities for children.

- Set standards for program performance, know details of program activities, and track activity success.

Referrals – The Executive Director will:

- Offer an online platform that will provide a one-stop destination for questions interfaith couples and families have.
- Maintain an active calendar of local options for interfaith couples and families, and links to additional interfaith resources.
- Create and maintain a database for making referrals to local clergy, whether for life-cycle events, counseling, or one-on-one education opportunities.

Qualifications

- Creative problem-solving skills.
- Strong organizational and record keeping skills.
- Charismatic personality and approachable demeanor.
- Must be able to interact with others in a non-judgmental manner.
- Must have a strong growth mindset and be able to collaborate well with others.
- Understanding of marketing, branding, and how to implement strategies to increase awareness and relationships.
- Integrity in dealing with others, and the ability to learn from mistakes.
- Proven success in growing relationships with committee members, staff and partners/collaborators.
- Well-developed communication skills to include writing, public speaking, and listening.
- Ability to plan an event, from start to finish, to include securing speakers and venues, providing written and online materials, and assessing event success.
- Experience as a Jewish educator (preferred, but not mandatory), or related areas.
- A minimum of a bachelor's Degree in Communications, Education, Social Work, Jewish Studies, or related areas.
- Well-developed computer and software skills to include Microsoft Office, Adobe, web-page building, and CRM software.

This position description is based upon material provided by JFGNO, an equal opportunity employer.

Beginning salary is \$55,000, with potential for annual growth. A generous benefits package includes health insurance, retirement and flexible benefits accounts, life insurance, and generous paid time off.

To apply, please send a resume and cover letter to Michelle Neal, michelle@jewishnola.com. Mailing address is Jewish Federation of Greater New Orleans, 3747 West Esplanade, Metairie, LA 70002. **Deadline for submission: July 30, 2020.**