



Network of Jewish Human Service Agencies

Engagement Manager

Job Posting

The Network of Jewish Human Service Agencies is seeking a full-time Engagement Manager. Reporting to the VP of Engagement, this position is responsible for supporting The Network by cultivating, establishing and maintaining key relationships with strategic supporters and sponsors. Strategic supporters are entities that provide goods and services that help meet the needs of Network member agencies, and sponsors provide support for Network initiatives and events, including conferences. This position will work closely with Network staff, members, and other stakeholders as they grow and diversify the external relationships for The Network. In addition, this position will be responsible for the daily management of The Network's Academy for Education and Advancement, a virtual learning environment with content created and led by Network members and vetted strategic supporters. This position requires a detail-oriented professional who is collaborative, organized, possesses strong communication skills, and is sales-oriented. This position is fully remote, working eastern standard time and may require some travel.

The Network is an international member association of more than 170 non-profit Jewish human service agencies across North America. Its member agencies provide a full range of human services for all people, regardless of their religious affiliation, in need of support including healthcare, career, mental health services, as well as programs for youth, families and seniors, Holocaust survivors, immigrants and refugees, persons with disabilities and caregivers.

The Network serves as the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnership and collaboration, The Network strengthens agencies so they can better serve their communities.

Read more about our mission, vision, and core values at <http://www.networkjhsa.org/>

Responsibilities

- Implement The Network's strategic supporter process including reference checks, due diligence, onboarding, monitoring, and tracking engagement.

- Consult with VP of Engagement and other Network staff on opportunities with strategic supporters and sponsors that could lead to project and program development, financial support, etc.
- Support strategic supporter engagement, development, and retention through communication, customer service, and coordinated efforts with the Network's marketing team.
- Promote and connect members with strategic supporters through presentations, development of targeted programming, emails and via The Network's member dashboard.
- Facilitate and implement strategic supporter recruitment efforts including:
 - o Recruit and research vendors who may bring value to The Network.
 - o Manage vendor inquiries from a variety of sources including Network staff, Network members, and other stakeholders.
 - o Coordinate and conduct meetings with vendors and potential sponsors to learn about their products and services.
- In coordination with other Network staff, maintain clear, delineated, and accurate contact information and records within Network's data collection system.
- Draft initial agreement between The Network and a potential strategic supporter and process the agreement through all stages of review and ultimately execution.
- Facilitate communication and track payments and contributions from strategic supporters and sponsors, including marketing packages and conference sponsorships.
- Manage The Network's Academy for Education and Advancement, ensuring that content is accurate and relevant. Work closely with members and strategic supporters to showcase and promote their learning content.
- Other projects and tasks as assigned.

Qualifications and Skills:

- Demonstrated ability to provide quality customer service to a variety of internal and external stakeholders.
- Program planning, implementation, and evaluation experience.

- Demonstrated ability to manage and present to diverse stakeholders in an effective manner.
- Highly organized and detail-oriented, flexible, and collaborative with the ability to manage multiple tasks simultaneously.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office suite, including Excel and Power Point. Member management database, project management software and LMS experience is preferred.
- Personal qualities of integrity, credibility, and commitment to The Network's mission.
- Familiarity with the Jewish community and/or the field of human services desired but not required.

Education and Experience

Bachelor's degree and 3-5 years of relevant experience including sales and/or engagement.

Compensation:

The salary range for this position is \$55,000-\$65,000.

As part of our comprehensive benefits package, we offer health, dental, and vision insurance plans, generous paid time off, a 403 (b) retirement plan with company matching, professional development opportunities, and a supportive work-life balance focused on employee wellbeing.

To Apply:

If you are interested, please send a thoughtful cover letter, and resume to HR@networkjhsa.org.

This role is supported by grant funding; continuation of the position is contingent upon the availability of continued funding. The Network is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of the essential job functions (with or without a reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.