Position Description – Executive Director

JCA is a strong and vibrant 26 year old nonprofit that organizes Jews in Minnesota for racial and economic justice. With a unique model that combines traditional congregational-based community organizing with issue-based campaign work, we engage our community and bring a distinctly Jewish voice to the fight for justice. Our core policy campaigns are focused on affordable housing, tenant protections, and criminal justice reform, and we lead transformational programming on antisemitism, white nationalism, and community safety. Our campaigns have become focused and unstoppable. Our staff is talented and dedicated, our members are engaged and building power together. The organization is as strong and vital as we’ve ever been, and we’re excited to see where we go under the leadership of our next Executive Director.

JCA seeks an exceptional and visionary leader to serve as our next Executive Director. The Executive Director is charged with strategically and thoughtfully shaping the work of the organization, and ensuring it is steeped in the values of racial and economic justice while connecting deeply to the Jewish community. The ideal Executive Director will be a transformational public leader and a strong Jewish voice for justice, will have experience in nonprofit management and be a skilled and deft fundraiser. JCA does serious, impactful and powerful justice work with commitment, smarts, sharp analysis, authenticity, and joy. Our Executive Director should bring humor and warmth to their work, whether it is preparing budgets, leading staff meetings or engaging in one-to-ones with donors and community leaders.

Responsibilities

Vision & Leadership

- Work with the JCA Board of Directors to shape the strategic direction and program priorities of the organization and ensure that its mission and values are fulfilled
- Promote an entrepreneurial, innovative and bold agenda that aligns with JCA's strategic goals and continues to build power and resources for the Jewish community as a progressive voice
- Ensure that our membership, staff, and board, center racial equity in our organizing, uplift the voices of Jews of color, and stand in solidarity with our partners in racial, ethnic, and faith communities impacted by racism and xenophobia
- Maintain an understanding of local, state, and national politics and the progressive ecosystem and an analysis of JCA's opportunities
- Maintain a working knowledge of significant developments and trends in the field
• Build and maintain diverse, strategic partnerships and alliances with leaders, government, and organizations in Minnesota and within the national Jewish social justice movement

**Community and Public Relations**
• Serve as the public face and spokesperson for JCA; represent JCA’s mission, visions, values and programs to community members, agencies and decision makers
• Engage with press and use social media to project progressive Jewish values and perspectives and to be a public voice for JCA’s members
• Serve as a leader with and maintain a strong and engaged relationship with national and local partnerships and alliances, and local Jewish organizations including congregations
• Foster relationships and resources that help ground JCA’s work in Jewish ritual and life
• Cultivate volunteer partnerships in service of organizational mission and goal

**Program Planning**
• Provide strategic leadership in the development of program plans, by overseeing the organizing and advocacy work of JCA staff
• Work with Organizing Director and Membership Associate to ground our campaigns in base building and integrate our members into our coalition work and to integrate organizing work with development and communications plans
• Work with the staff to integrate Jewish values, traditions, cultural, wisdom into the programming, calendaring and communications of the organization
• Engage the board of directors and staff in goal-oriented strategic planning and ongoing evaluation

**Management & Operations**
• Manage and supervise senior level staff, creating a supportive organizational culture that attracts, retains and motivates diverse top-quality staff
• Oversee the recruitment, hiring and on-boarding of new staff as needed, and ensure that job descriptions are clear, regular performance evaluations are held, and that sound human resource practices are in place
• Motivate, support, and inspire staff while being focused on short and long term results for the organization
• JCA’s staff is unionized; the Executive Director will engage and work with board members to negotiate future contracts and ensure compliance on behalf of management.
• Maintain office records and documents in compliance with federal, state and local statutes and regulations, and with grant requirements

**Development**
• Create a vision for strategic financial resource development that considers the power of giving for both the organization and donors
• Provide leadership for development activities and events, including membership campaigns, grant writing, special gifts, legacy gifts, and donor cultivation and stewardship
• Recommend and implement initiatives to secure, sustain, and diversify financial resources in support of JCA’s strategic plan and budget
• Cultivate and maintain close, on-going relationships with major donors and foundations
**Fiscal Management**

- Oversee the formation of the JCA budget with input from the Board and staff, and aligned with strategic plans, vision and values
- Define a strategy that supports the long-term financial health of the organization and cultivate diverse and innovative funding streams
- Develop and maintain sound financial practices; ensure organization operates within budget

**Desired Qualifications**

- Deep commitment to building a powerful Jewish voice for social, racial and economic justice
- Strong ability to build relationships within the Jewish community and externally with partners across lines of race, faith and class
- Exceptionally strong written and oral communication skills, with proven experience in grant writing, public speaking, and communication with external audiences
- Familiarity with models of organizing, working in coalitions, and power-building; experience with legislative advocacy and government relations
- Minimum of five years of demonstrated management and/or leadership experience in a non-profit organization, preferably one with organizing or advocacy as its primary mission
- Experience fundraising with individual donors at all levels as well as with foundations
- Working knowledge of budgets, non-profit finance and governance, and fiscal management
- Demonstrated track record of successful staff management and supervision
- Comfort with the computer and technology demands of a modern organization; experience with reviewing and analyzing data; familiarity with online communication channels and tools
- Experience navigating a diversity of perspectives and opinions with a range of communities
- Commitment to fostering a healthy, humanistic work culture that recognizes all staff, from interns to leadership, as whole people
- Deep racial and social justice analysis that centers the voices of the most impacted communities in movement work along all axes of privilege and oppression, both in JCA’s external organizing work and in our internal staff operations

**Position Details**

**Location:** Saint Paul with travel as needed to national and outstate partner events, conferences, rallies, and conferences on an as needed basis. There is travel at least X a year to conferences and national partner retreats, and frequent travel for this role across the Twin Cities and sometimes wider Minnesota.

**Salary and Benefits:** This is a full-time, exempt position, with evening and weekend work based on need. The annual salary range is $90,000 - $115,000 commensurate with experience, and includes a comprehensive benefits package.

**To Apply:**

Please submit your resume and a cover letter to jobs@jewishcommunityaction.org with “Executive Director” in the subject line of your message. The application deadline is January 10th. Your cover letter should highlight why you want to lead JCA and why you are uniquely suited to the role.
Due to the number of applications we typically receive, we sincerely regret that someone from our hiring team will not be able to respond to all applicants. Only those considered for the position will be contacted for interviews. No phone calls please.

Jewish Community Action values a diverse workforce and an inclusive culture.

*Jewish Community Action provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other legally protected status. Women, people of color, people with disabilities, and lesbian, gay, bisexual, transgender and gender non-conforming individuals are strongly encouraged to apply.*