

Executive Director

Dear Applicant,

What do you know about El Paso, Texas? Some visitors call it the most surprising city they've ever visited, for good reasons. With close to 700,000 people, El Paso and our high-population neighbor to the south, Juarez, are the largest border metroplex in the world. With its warm climate, mile-high mountain peaks, remarkable sunsets, vibrant cultural and sports activities, and especially its friendly residents, El Paso impresses business visitors and tourists alike, some of whom return to live.

El Paso is home to a vibrant Jewish community of approximately 1000 families with three congregations, Reform, Conservative and Chabad, with a second Reform and Chabad congregations nearby in the town of Las Cruces, New Mexico. For the last 150 years, El Paso's border location made it an especially attractive entry point to the United States for Jewish immigrants, and many of them went no further, establishing a thriving business community that crosses congregational lines and cultures. With our rapidly growing border economy, the new Texas Tech Medical School, University of Texas at El Paso, New Mexico State University, and Fort Bliss, the largest Army base, new Jewish professionals are settling here and energizing the Jewish Federation of Greater El Paso. It's an exciting time in our region.

For more information on our Federation and the city of El Paso, please visit our website at jewishelpaso.org. Our Jewish Federation, founded 80 years ago, with our spacious new offices centrally located for Federation members living north in the Franklin Mountain area and the Rio Grande River valley, we have a home unlike any we've had before for meetings, working, and socializing. We are eager to have a dedicated professional join us as the Federation moves toward the next level of serving our growing Jewish community. We think our next executive director will find our Federation's environment and our people's enthusiasm as warm as our endless days of sunshine. We look forward to welcoming a new partner in carrying out our mission of connecting and servicing the Jewish community.

Primary Responsibilities:

- * Provide an ongoing strategic direction and professional leadership to the organization
- * Collaborate with professionals and volunteers to ensure sound implementation of these plans
- * Invigorate fund development strategies with a focus on the Annual Campaign
- * Develop and actualize plans to enhance donor relations, increase and diversify giving, inspire and engage volunteers
- * Develop a planned giving program that harnesses the generational transfer of wealth
- * Inspire, engage and manage lay leadership's continual and dynamic involvement; Oversee plans for succession, as appropriate;
- * Ensure that committees, the board of directors, and the president are provided with appropriate resources and information to maximize their contribution to the organization
- * Supervise all program initiatives
- * Cultivate good relationships with the beneficiary agencies
- * Administer the annual granting process with the granting chairs
- * Reassess and realign the programmatic functions as needed
- * Recruit, train, supervise and mentor staff
- * Develop and manage the operating budget
- * Develop and implement a comprehensive marketing and communications plan
- * Liaise with appropriate national organizations to maximize services and information

Qualifications:

- * Must be a passionate, strategic, energetic, and visionary leader committed to all aspects of community

development and to building the capabilities and position of the Jewish Federation of Greater El Paso

- * At least three years of experience in senior management position
- * Appreciation of, and commitment to, Israel and Jewish values
- * Proven track record of fundraising
- * Superior interpersonal, management and organizational skills
- * A proven track record of effective staff management
- * Financial acumen
- * Ability to build and maintain effective working relationships with a complex array of stakeholders – donors, colleagues, and volunteers
- * A team builder, able to inspire, influence, and build credibility
- * Diplomatic, respectful, and able to manage conflict
- * Extremely organized and capable of multitasking
- * Excellent communication skills, both oral and written
- * Energetic, proactive, flexible, and decisive with a positive approach to work
- * Sound analytical and problem-solving abilities
- * Impeccable integrity
- * Flexible work schedule
- * Bachelor's Degree in Education, Social Work, Business or other related fields

To apply or to receive additional information, send resume or questions to: info@jfedelpaso.org