



**Community Relations Council (CRC) Director
Holocaust Memorial Museum of San Antonio Director**

About San Antonio and the JFSA

With a Jewish population of over 9,000, San Antonio is a warm, family-oriented community in a beautiful, spacious city. Home to the **Alamo** (<http://www.thealamo.org>), **Riverwalk** (<http://www.thesanantonioriverwalk.com>) and **Fiesta** Spring Festival (<http://www.fiesta-sa.org>), San Antonio is a vibrant city with a tight knit, welcoming and committed Jewish community.

San Antonio's Jewish community began with the influx of German and Russian Jews in the mid-1800s and has continued to grow both in its commitment to San Antonio itself, and also in its passionate connection to, and support of, the State of Israel. Currently, the Jewish Federation, through its vibrant and generous community of donors, sponsors the Holocaust Memorial Museum which is visited by over 10,000 school children per year.

The Jewish Federation of San Antonio (JFSA) is the central convening, fundraising and community planning organization of the local Jewish community, with an annual campaign of \$1.5 million dollars and total endowment assets under management of \$11 million dollars. JFSA provide funding for fourteen different program areas, of which many are provided by three local agencies: the Barshop Jewish Community Center, Jewish Family Service, and the Torah Academy of San Antonio. JFSA also provides financial support of Jewish life in Israel and the Diaspora.

JFSA and the Museum are housed on the Harry and Jeanette Weinberg Campus of the San Antonio Jewish Community, the hub of Jewish activity in San Antonio. The Campus is also home to the Barshop JCC and Jewish Family Service. The Eleanor Kolitz Hebrew Language Academy and Golden Manor Jewish Senior Service are tenants on the Campus.

Position Summary

The CRC/Holocaust Memorial Museum Director is a senior level position, reporting directly to the JFSA CEO/President. This position is responsible for the oversight of the activities related both to the Community Relations Council (CRC) and the Holocaust Memorial Museum of San Antonio (HMMSA), including its daily operations. Due to the nature of the work, the CRC/HMMSA Director must be a strong communicator, be agile and flexible regarding issues of timeliness, and be politically astute and sensitive. The CRC/HMMSA Director is responsible for five (part-time) direct reports: the Beldon Librarian, Coordinator of the San Antonio Jewish Coalition for Literacy, Education Director of the HMMSA, and two associates at the Museum.

About the Community Relations Council of the Jewish Federation of San Antonio

The CRC is the community relations and advocacy arm of Jewish Federation of San Antonio. As such, the CRC serves as the convener for the Jewish community's public affairs agenda and represents the organized voice of the Jewish community on issues and concerns that impact Jewish life and values.

The Council is an organization composed of volunteer and professional representatives of all the synagogues and local Jewish organizations. The Council engages on social, political and humanitarian issues that affect Jews and Jewish values on a local, national and global level. The mission of the Council is to:

- Foster understanding and cooperation within the Jewish community;
- Build relationships and mutual understanding with ethnic, racial and religious groups in the San Antonio community

- Advocate at all levels of government for public resources to support the activities and priorities of the Council and its constituent agencies
- Harness the power and resources of the Jewish community in supporting its social justice agenda; and
- Through education and action, promote strong protection and support for Israel and the Jewish people at home and throughout the world.
- The Council speaks for the organized Jewish community in San Antonio when there is consensus

The CRC Director will be expected to accomplish the mission of the CRC by:

- Building strong relationships and cooperation within the Jewish community
- Cultivating relationships with the wider San Antonio community
- Fostering collaborative relationships steeped in mutual understanding and respect, within the Jewish community and with other communities and groups in the city of San Antonio
- Engaging the organized Jewish community in conjunction with other groups in support of social justice, promoting the interests of the Jewish community
- Ensuring positive relations with government entities and their representatives
- Serving as the point of contact regarding issues of security and crisis in the community, including local law enforcement agencies, such as the FBI and SAPD
- Advocating and educating on behalf of Israel
- Educating and advocating for causes and issues of importance to the Jewish community, including anti-Semitism, the Holocaust and BDS (Boycott Divestment and Sanctions)

About the Holocaust Memorial Museum of San Antonio (HMMSA)

The Holocaust Memorial Museum of San Antonio is dedicated to educating our community about the dangers of hatred, prejudice and apathy. Through our exhibits and educational programming we honor the memory of the six million Jews and other innocent victims of the Holocaust, and the inspirational legacy of those who survived.

The Holocaust Museum is a program of the Jewish Federation of San Antonio. The museum's primary objective is to be an educational tool to teach the lessons of the Holocaust to the community, particularly students in Middle School and High School.

Visit the website for a comprehensive description and programming:

<http://hmmsa.org/>

Responsibilities for CRC:

- Serving as the staff for the Council, which includes coordinating monthly meetings, agendas and regular communication
- Working in partnership with the volunteer partner (CRC chair); meeting and communicating regularly
- Monitoring local, national, and international events for Jewish issues and Israel; working with leadership and community members to set policy and mobilize community action
- Serving as communications liaison between the Jewish institutions regarding security issues and crisis issues such as natural disasters and pandemics
- Developing and implementing strategies that increase awareness in the Jewish and general community about Israel and Jewish issues
- Planning and executing community events and lectures (many in partnership with other local faith and secular organizations)
- Supervising programs of the CRC including the San Antonio Jewish Coalition for Literacy, S.A. Giveback
- Supervising the Beldon Library on the Jewish Community Campus and the part-time librarian

Responsibilities for HMMSA:

- Working closely with the HMMSA Commission (volunteer committee) to develop the Museum's strategic and operational goals as an institution of Holocaust/genocide awareness and education
- Preparing and maintaining the annual organizational budgets
- Overseeing the HMMSA development strategy and the generation of revenue through corporate sponsorships, foundation grants, major gifts, general contributions, the Museum shop, events and benefits
- Supervising daily programming, educational seminars, administration and staff
- Maintaining HMMSA's partnerships with local organizations such as the San Antonio Coalition against Genocide and the UT Institute of Texan Cultures
- Planning quality educational experiences, exhibits (permanent and temporary), and community-based programs in collaboration with the Museum Education Director

Qualifications and Skill Sets

Knowledge & Interpersonal Skills and Attributes

- Passionate commitment to the Jewish community, the State of Israel, and the Jewish people.
- Strong knowledge and understanding of Jewish life, practices, customs, history, perspectives and community infrastructure.
- Commitment to educating the public about the Holocaust
- Consensus builder, with proven ability to interact and form effective relationships with community leaders, donors, and volunteers.
- Ability to set priorities and handle complex task
- Strong organizational skills.
- Ability to work irregular hours, including periodic evenings and weekends as necessary to attend relevant events and programs.
- Demonstrated initiative, problem solving skills, creativity, analytical skills, and follow-through.

Community Skills and Attributes

- In-depth knowledge of current topics of interest to the Jewish community, especially Israel.
- Involvement in Jewish communal life.
- Respected as an experienced community leader with demonstrated leadership abilities, both within and outside the Jewish community.
- Superior capability in oral and written communications, good listening skills, and strong presentation/public speaking capabilities
- Ability to work effectively with the local media (including a solid understanding of social media).
- Strong team leader, who can motivate lay and professional leaders to achieve agency mission
- Ability to relate to a broad spectrum within the Jewish community and engage diverse populations
- Capable of effectively representing the San Antonio Jewish community internally and externally.
- Ability to advocate in a congenial, effective and action-oriented manner. Ability to command respect as a professional both within the community

Business Skills and Attributes

- Creative and strategic thinker, with demonstrated success in developing and implementing short and long term strategic goals, objectives and measurement tools.
- Experienced in community relations, government relations and public policy.
- Ability to create and manage organizational/project/program budgets and timelines.
- Demonstrated ability to supervise and manage staff, and to motivate staff to achieve high performance.
- Capable of managing competing priorities and pressures.

Desired Experience

- Minimum of 5 years successful experience in non-profit community work and also museum work
- Bachelor's degree (Master's degree preferred)
- Successful experience working as part of a team of professionals
- Accomplished oral and written communication and presentation skills
- Working knowledge of budgets and finance

Interested candidates should submit resume, salary requirements and cover letter to Human Resources, Jewish Federation of San Antonio, hr@jfsatx.org

