



JOB DESCRIPTION

Position Title: Director, Community Relations Council

Reports to: Director of Community Programs

Classification: Full Time, Exempt

About the United Jewish Federation of Tidewater

The United Jewish Federation of Tidewater (UJFT) provides critical funding to Jewish agencies, institutions, and programs locally and around the world through our Annual Campaign. With the support of donors and volunteers, the Federation builds and fosters a vibrant and engaging Jewish community. Through its beneficiary agencies, the Federation provides support for Jews in need wherever that need may be, Jewish education for children, teens, and adults, care for Jewish elderly and those with special needs, and support for Israel. The Community Relations Council is a committee of the United Jewish Federation of Tidewater.

About the Community Relations Council of the United Jewish Federation of Tidewater:

The Community Relations Council (CRC) of the United Jewish Federation of Tidewater educates the community on issues impacting the rights of Jews locally, in the United States, in Israel and around the world. The CRC transforms issues into action through the community, public officials and government, the media and other faith and ethnic communities.

Specifically, the CRC:

- Spearheads with CRC and UJFT leadership, the development of the public policy agenda and vets and educates on issues and current events to foster understanding and cooperation within the Jewish community;
- Harnesses the power and resources of the Jewish community in supporting issues of importance within the Jewish community;
- Advocates on at all levels of government for public resources to support the activities of the Federation and partnership agencies, Israel's safety and security, and other issues of priority concern.
- Builds relationships and mutual understanding with ethnic, racial, faith-based, and civic - groups;
- Promotes through education and action, strong protection and support for Israel and the Jewish people at home and throughout the world.

Primary Responsibilities:

The CRC Director is responsible for leading the CRC in implementing its mission and programmatic direction, under the direction of the CRC Chair and lay leadership, reporting to the Director of Community Programs, CEO and Board of Directors of the UJFT.

This includes:

- Ensuring excellent government relations;
- Promoting the interests of the community;
- Educating and advocating for Jewish causes and issues including Israel, Anti-Semitism, and against BDS;
- Building strong relationships and cooperation within Jewish communal groups
- Cultivating relationships with other faith and ethnic communities, civic leaders, and other groups and engaging the community in support of issues of importance, and supporting others' issues of importance; and
- Managing the day-to-day operations of the CRC and supervising staff.

Legislative Affairs

- Establishing and maintaining ties with government officials, elected and appointed, at the local, state and federal level;
- Liaising and undertaking advocacy and public policy work with the Jewish Federation of North American's (JFNA) Washington Office, and the Jewish Council for Public Affairs (JCPA) where aligned. Ensuring an effective voice for the Jewish community within these organizations;
- Monitoring local, national, and international events for Jewish issues and Israel advocacy, and working with leadership and community members to set policy and mobilize community actions; and
- Organizing voter education and legislative advocacy opportunities for the community.

Community Relations

- Positioning the CRC as a convener for the Jewish community's public affairs agenda;
- Fostering collaborative relationships based on mutual understanding and respect with other communities and groups and building and engaging in coalitions on areas of common concern and priorities;
- Working with CRC leadership to represent the interests of the Jewish community with religious, non-profit, civic, corporate, political, ethnic, and academic arenas, as well as the media; and
- Engaging and working with local Jewish communal organizations and agencies and community members to advance the objectives of the organized Jewish community.

Miscellaneous

- Working closely with Federation and Communications/Marketing staff; ensure that the community is educated on CRC priority issues through Federation and CRC communication vehicles, social media, local Jewish news, monthly board reports to partner agencies, Federation Board of Directors, and identified others, as well as other marketing opportunities;
- Working in coordination with Campus Security Director as appropriate;
- Writing and seeking grants (sometimes in collaboration with Federation Development Director) and undertaking necessary reporting;
- Oversight, reporting, and grant fund research and collaboration with Development Director of the Be A Reader (BeAR) Literacy Program; and
- Undertaking various other Federation tasks as necessary; including various senior management functions.

Qualifications and Skill Sets:

Personal Skill Sets and Attributes

- In-depth knowledge of current topics of interest to the Jewish community, especially Israel.
- 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.
- Consensus builder, with proven ability to interact with and form effective relationships with community leaders, donors, and volunteers.
- Ability to set priorities and handle complex tasks; strong organizational skills.
- Ability to work irregular hours, including periodic evenings and weekends as necessary to attend relevant events and programs and/or address issues as they arise.
- Demonstrates initiative, problem solving skills, creativity, analytical skills, and follow-through.
- Higher education degree in relevant field is preferred.

Community Skills Sets and Attributes

- Has been involved in Jewish communal life.
- Respected as an experienced community leader with demonstrated leadership abilities, both within and outside the Jewish community.
- Strong team leader, who can motivate lay and professional leaders to achieve agency mission.
- Relates well to lay leadership of the organization and the leadership of the larger Jewish community.

- Relates well to the broad spectrum of the Jewish community and connects with and engages diverse groups in the community.
- Capable of cultivating relationships beyond the Jewish community.
- Capable of effectively representing the Tidewater Jewish community internally and externally.
- Able to advocate in a congenial, effective and action-oriented manner.
- Commands respect as a leading professional both within and outside the organizational system.

Business Skill Sets 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 a professional staff, and to motivate staff to achieve high performance.
- Superior capability in oral and written communications, good listening skills, and strong presentation/public speaking capabilities.
- Works effectively with the media (including a solid understanding of social media).
- Capable of managing competing priorities and pressures.

To Apply For This Position

Submit cover letter, resume and salary requirements to: resumes@ujft.org

Review of applications will begin immediately, and continue until the position is filled.

EOE federation.jewishva.org