



United Jewish Federation  
OF TIDEWATER

**Job Title:** Young Leadership Campaign Manager

**Reports To:** Director of Campaign & Missions

**Classification:** Full-time, exempt

### **POSITION SUMMARY**

The Young Leadership Campaign (YLC) Manager supports the continuing development of a best-in-class young leadership program; actively engages this population in Jewish life and offers multiple entry points for involving them in Federation and the greater Tidewater Jewish community. This position is responsible for the YLC division of the federation's annual campaign, leadership development programs, volunteer and donor engagement and stewardship, and event planning for young adults in the community.

### **ESSENTIAL JOB RESPONSIBILITIES**

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1. Manage the YLC division of the federation's campaign, including: YLC solicitor training followed by close contact and follow-up with YLC volunteer solicitors to ensure that they are completing their donor assignments, to meet overall campaign and YLC division goals; planning/designing YLC campaign kickoff, Ben Gurion Society (YLC Major Gifts) and other YLC and YLC-inclusive affinity group (Men's and Women's Circles, Society of Professionals) programs and events. The YLC Manager will assume their own portfolio of donor prospects and conduct donor solicitations (during campaign season) and stewardship throughout the year.
  - a. The YLC Manager is responsible for donor engagement, cultivation, solicitation and stewardship for all leadership levels within the YLC division (Habonim (\$118+), Power of One (\$365+) and Ben Gurion Society (\$1000+)).
2. Manage Young Adult Leadership Development programs. Responsibilities include: grant requests, program recruitment, curriculum development, event planning (ex. regular speaker/education sessions).
  - a. The YLC Manager is responsible for staffing the Tom Hofheimer Young Leadership Mission to Israel every-other-year – a key component of the Leadership Development program schematic.
  - b. The YLC Manager is responsible for the planning and execution of Super Sunday, the UJFT's single largest community fundraising event, involving 100+ community volunteers. This major campaign event is the culmination of a months' long Super Sunday Cabinet entry-level leadership program.
3. Oversee Young Adult Division (YAD) Cabinet (the non-campaign side of Young Leadership Development), maintaining close contact with YAD Chair and Vice-Chair, planning and calendaring monthly meetings, which include education and leadership workshops sessions.
4. Design, plan and implement events for the Young Adult Division, in collaboration with other appropriate UJFT staff and lay leadership within YAD (ex. special Book or Film Festival event which appeals to this age group, unique Tikkun Olam service projects, etc.).

5. Convene community partners as appropriate to collaborate through the Young Adult Division Cabinet and other programs and initiatives.
  - a. Develop engagement and cultivation strategies for transitioning engaged participants (ex. those who attend Happy Hours or Family Shabbat Dinners) and other newcomers into YAD programs and ultimately (if appropriate) to Young Leadership opportunities.
  - b. Work in collaboration with the Marketing Team to implement social media strategy for YAD as well as YLC events and programs.
6. Participate in campaign meetings, campaign review/analysis and planning, and all fundraising efforts required of combined campaign and development staff.

## QUALIFICATIONS

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1. Educational Background:
  - Bachelor's degree
  - Master's degree is preferred (preferably an MSW, MBA, MPA or MA in Non-Profit Management)
2. Previous Experience:
  - Successful track record with campaign management, leadership program development, outreach and engagement programs management, and volunteer engagement.
  - Ideally, 2-4 years of work experience in the Jewish communal field; an equivalent combination of education and experience will be considered.
  - Knowledge of the Jewish community and its institutions is preferred.
3. Special Skills and Abilities:
  - PC literacy with strong competency in all Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook). Proficiency in donor databases (Power BI and Millennium) strongly preferred.
  - Demonstrated ability to work with and maintain confidential information.
  - Proven organizational skills with ability to simultaneously manage multiple tasks.
  - Demonstrated ability to take initiative and work independently.
  - Demonstrated ability to engage volunteers and delegate effectively.
  - Demonstrated ability to manage an Annual Campaign, including various solicitation modalities.
  - Proven ability to develop and maintain strong relationships with staff and volunteers.
  - Excellent verbal and written communication skills including strong public speaking and facilitation skills.
  - Ability to develop and maintain new, creative programming and marketing initiatives.
  - Ability to manage statistical data in order to assess effectiveness and devise strategic plans.
  - Ability to work in off-site settings and occasional travel nationally and/or internationally.
  - Ability to work evenings, weekends and irregular hours.

The duties outlined in this job description are meant to be representative, but not all inclusive, assigned to this job. These duties may be amended at the discretion of the Director of Campaign & Missions.

[To apply: Please submit resume and cover letter with salary requirements to resumes@ujft.org](mailto:resumes@ujft.org)

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