



2019-20 NYL CABINET EXECUTIVE TEAM LEADERSHIP POSITIONS & RESPONSIBILITIES

The Jewish Federations of North America's (JFNA) National Young Leadership (NYL) Cabinet ("Cabinet") engages the most committed young leaders from across the United States and Canada. Since its founding in 1963, Cabinet counts among its 4,000 alumni many of the top leaders in Jewish life across North America and around the world.

Cabinet trains and inspires a dynamic network of young philanthropists from within the Federation movement, providing them with the skills necessary to strengthen Jewish life locally, represent Jewish young adults throughout North America, and advocate on behalf of Jews globally. NYL Cabinet drives the change needed to build, celebrate, and sustain vibrant Jewish communities around the world. Our members take-on leadership roles in their local Federations; with national and global partner agencies; and across a wide range of organizations that align with their interests and passion.

Today, Cabinet's three areas of growth are: 1) Jewish Enrichment & Leadership Training, 2) Membership and Engagement, and 3) Campaign.

Members of Cabinet's Executive Team work in close partnership with the JFNA professional staff to grow and deepen the Cabinet experience and the Jewish Federation movement. Executive Team leaders work with the Co-Chairs – Rachel Hoffer (4th Year, Phoenix) and Adam Miller (5th Year, Orange County) – to establish goals and Key Performance Indicators (KPIs) for each position in order to increase Executive Team buy-in and continuity.

All candidates for the 2019-20 Executive Team must submit the online application and ask their local Federation professional to complete the online nomination form. No application will be considered without the application and nomination.

Applications and community nomination forms are due by Thursday, February 28, 2019 at 5:00 PM EST.

All candidates must be available to attend Cabinet Retreat – July 24-28, 2019.
(Note that Retreat begins on July 23 for all incoming First-Years/members of the Class of 2019).

All candidates must be available to attend the Executive Team Planning Retreat – April 28-30, 2019.





Guidelines & Expectations

- Participate, communicate, and collaborate regularly with Cabinet’s Executive Team at Cabinet events and via conference calls, emails, written reports, social media, audio/visual media, and all other mediums
- Lead with respect, professionalism, and in alignment with Cabinet’s values
- Become a vocal, knowledgeable advocate for the work of JFNA and National Young Leadership
- Contribute a capacity level gift to the Annual Campaign and second-line campaigns; consider endowment gift
- Make every effort to attend JFNA’s General Assembly (November 10-12, 2019, Washington, DC) and the Cabinet Study Mission (spring 2020)
- Serve as partner and team player with the JFNA professional staff
- Strategically lead NYL Cabinet and execute its goals/objectives as outlined by the NYL Co-Chairs
- Work diligently and proactively to achieve or exceed the 2019-20 goals and KPIs
- Prepare updates to share monthly on Vice Chair (VC) teleconference calls; schedule regular calls with JFNA
- Participate in the Cabinet new member recruitment & interview process
- Represent Cabinet & JFNA on select JFNA committees, which may involve additional travel
- Vice Chairs (VCs) will be asked to take-on speaking roles to assist JFNA and/or local Federation communities in their campaign and engagement efforts





2019-20 NYL CABINET EXECUTIVE TEAM LEADERSHIP POSITIONS

Engagement Vice Chairs

The role of Engagement Vice Chairs (VCs) is to create year-long social engagement and leadership opportunities for Cabinet, principally outside of the two core touch-points throughout the year (Retreat, Study Mission).

- Attend the 2019 JFNA General Assembly and to organize at least one Cabinet activity (November 10-12, 2019 in Washington, DC) – potentially a dinner and/or potential meetings with JFNA, JDC/American Jewish Joint Distribution Committee, and JAFI/Jewish Agency for Israel professionals
- Create a 2019-2020 Engagement Plan – responsible for making sure that there is at least one meaningful *Chevre* engagement event (trip/call/informal activity) on a monthly basis
- Manage the Class Leads Committee and the Affinity Group Committees
- Responsible for managing Hivebrite platform (the Cabinet APP), which will be focused on the primary function of being a Cabinet directory.

Israel and Overseas Vice Chairs

The role of the Israel and Overseas Vice Chairs (VCs) is to work in close partnership with the NYL professional team to educate Cabinet members in depth on Federations' work outside of North America through its partner agencies: JDC, Jewish Agency and World ORT.

- Partner with the NYL professional team to implement the 2019-2020 Global Education plan
- Assist NYL professional team, as needed, with planning the 2020 Study Mission and to lead the 2020 Study Mission – be the face leading up to and during the mission. Present 2020 Study Mission location at 2019 Cabinet Retreat. Responsible for recruitment, pre-trip overview calls, and to serve as bus captain during the Mission
- Serve as Cabinet Representative to the JFNA Israel and Overseas Committee
- Assist with roll-out of the Envoy Program, where select Cabinet members will serve as speakers on behalf of JFNA in local communities to promote Federation's global work and funding
- Work with co-chairs to manage Cabinet's relationship with the Jewish Agency for Israel, Joint Distribution Committee, and World ORT.





Membership Vice Chairs

Overview: The role of the Membership Vice Chairs (VCs) is to work closely with the NYL professional team and Co-Chairs on all aspects of membership including recruitment, onboarding, and orientation.

- Work with staff to create a 2019-2020 Membership Recruitment Plan
- Plan mixer for Second Years at 2019 Retreat
- Communicate with local Federations and assist with the acquisition of new communities
- Act as Project Manager in identifying and interviewing candidates
- Coordinate and facilitate First Year debrief at the end of Retreat (with 2018 Membership VCs and 2019 Orientation Chairs)

Philanthropy Vice Chairs

Overview: The role of the Philanthropy Vice Chairs (VCs) is to build and execute on a vision for year-round philanthropy among *Chevre* that moves beyond Campaign and reinforces the connection between individual responsibility, collective giving, and key Jewish values including *Tzedakah*, *Tikkun Olam*, and *Klal Yisrael*.

- Create a 2019-2020 Campaign Strategic Plan to help create a year-round focus on campaign. The message should also focus on *Chevre* connecting to their own story
- Work in partnership with the NYL professional team and Co-Chairs to select the Caucus Leaders
- Review Campaign solicitation training manual and facilitate preparatory 1-2 calls for Caucus Leaders
- Work closely with NYL professional team and NYL Co-Chairs to create a powerful Campaign Day at 2019 Retreat
- Support and facilitate all supplementary campaigns
- Help close all outstanding annual pledges in partnership with the NYL professional team & local professionals
- Responsible for “Thank You Calls” & notes to current Cabinet members for increased pledges and endowments
- Create a strategy for increasing number of Cabinet members who have endowed their gifts





Orientation Associate Chairs

- Responsible for development and execution of “First Year Onboarding Plan” (including orientation at Retreat)
- Required to lead the First Year Cabinet Orientation (July 23-24, 2019), before 2019 Retreat starts (July 24, 2019)
- Work with the NYL professional team, outgoing Membership & Curriculum VCs, and Co-Chairs
- Manage Member Orientation Committee and Manage Cabinet Connectors Committee¹
- Choose First Year leadership team after retreat

Leadership Development Associate Chairs

- Work with NYL Co-Chairs and staff to put together a plan of leadership development opportunities for *Chevre*
- Work with NYL Co-Chairs and staff to coordinate a strategy to get *Chevre* more involved in their local Federations
- Ensure that leadership opportunities are created and spread out among various members of Cabinet

Jewish Life Associate Chairs

- Help plan and execute Shabbat programming at 2019 Retreat and during other 2019-2020 events
- Work with JFNA staff to put together, edit, and circulate the monthly “Ticket to Ride” Newsletter
- Manage weekly Torah portion “Parshat” list





Later in the spring, additional leadership positions will be announced and available, including (but not limited to): Class Leads, Cabinet Connectors Committee, New Member Orientation Committee, Real Estate Affinity, Government Affairs Committee, Birthright YL Summer Experience Coordinators, Retreat Social Action Committee, Jewish Agency Ambassadors, JDC Board Observers. These opportunities are subject to change.

For questions, please contact the 2019-20 NYL Cabinet Co-Chairs:

[Rachel Hoffer](#), 4th Year, Phoenix
(602) 363 8664

[Adam Miller](#), 5th Year, Orange County
(714) 403 2785

