



## **Executive Director, Center for Jewish Education of the Jewish Federation of Greater Dallas**

The Center for Jewish Education of the Jewish Federation of Greater Dallas seeks a visionary, Jewish educational leader who will markedly advance the dynamic Jewish community in Dallas. As one of the fastest growing and most successful Jewish communities in the country, Dallas is ready to take the next step in Jewish educational opportunities. With more than 50 agencies/organizations including Jewish day schools, houses of worship, engagement organizations and our JCC and agency partners, there is much to be leveraged to increase the quality and level of Jewish engagement. Dallas is home to approximately 70,000 Jews representing the entire spectrum of Jewish life and identity.

The Executive Director of the CJE will be the top representative of the Federation for in the arena of Jewish education. He/she will convene and be a resource to our community partners while also leading a committed team of professionals at the CJE.

### **ESSENTIAL JOB FUNCTIONS:**

1. Serve as the public face of the CJE.
2. Directs the work of the Center for Jewish Education and its professionals, including supervision of the professional team.
3. Coordinates major annual event to raise funds in support of CJE as well as development efforts with donors who support the work of the CJE for particular projects.
4. Works successfully with the CJE Advisory Committee of lay leaders charged with advancing the mission of the CJE.
5. Collaborate and partner with other departments of the Jewish Federation of Greater Dallas as an educator and resource. Serves as an ambassador of our core business of the annual campaign including solicitation of gifts.
6. Creates and monitors the budget of the CJE, with input and guidance from CJE team members and the Accounting department.
7. Meets with community leaders to educate and raise awareness of the CJE's activities through one-on-one meetings, board presentations, and advisory council meetings.
8. Participates in ongoing dialogue with other central agency executives to stay abreast of cutting edge issues on the Jewish educational horizon.
9. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** Advanced Degree in a related field and/or Rabbinic Ordination.

**Experience:** At least seven years of experience with expertise in the field of Jewish Education and/or non-profit management and related responsibilities to those listed above.

**OTHER REQUIREMENTS:**

- Excellent communication skills in person, on the phone and in writing.
- Proficiency in all Microsoft Office products.
- Hold a Jewish perspective that is inclusive across our diverse community.
- Ability to foster and maintain effective, collaborative relationships with the community.
- Ability to organize, monitor, and track numerous ongoing and one-time activities events and projects.
- Excellent leadership skills.
- Strong attention to detail.
- Initiative and the ability to figure things out independently.
- Ability to multi-task in a fast-paced environment.
- Willingness to work under pressure in a dynamic environment.
- Ability to work nights and weekends.

This position offers a competitive compensation package including salary and benefits. **To apply, please send your cover letter, resume and salary history to [hr@jewishdallas.org](mailto:hr@jewishdallas.org).**