



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

JEWISH COMMUNITY RELATIONS COUNCIL DIRECTOR

Department: JCRC

Reports to: VP Leadership and Global

FLSA Status: Non-exempt

Work Status: Full time

About the Organization

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. In fulfilling its mission, the Federation is committed to the principles of Klal Yisrael (the collective unity of the Jewish people), tzedakah (the obligation to care for one another) and tikkun olam (improving the society in which we live). [Learn more about the Milwaukee Jewish Federation.](#)

Summary/Objective

The Director of the Jewish Community Relations Council (JCRC) will provide professional leadership in assuming responsibility for the Federation's community relations and public affairs activities in the Milwaukee Jewish community. The Director will work in cooperation with the JCRC Board to determine the priorities for the local Jewish community relations agenda, and will oversee the core work of the JCRC, which includes issues related to Israel advocacy and education, antisemitism, government relations, domestic policy issues, social and economic justice, and interfaith relations. The Director reports to the Vice President of Outreach and Israel and Overseas and works with the JCRC volunteer leaders. In addition, the Director of the JCRC will serve as a resource to media, government officials and Jewish and non-Jewish community leaders on matters relating to Israel and the Jewish community in conjunction with the Federation's CEO.

Essential Functions

JCRC Board Responsibilities

- Work with JCRC Steering Committee, Board and other JCRC and Federation committees to develop and implement a Jewish community relations and public affairs agenda
- Work with diverse constituencies of the Jewish community to reflect a broad spectrum of political, religious, and geographic perspectives
- Work with JCRC leadership to address priority issues in a variety of ways, including but not limited to educational programming, political advocacy, social justice projects, and public position papers
- Work to develop and nurture future lay leadership for the JCRC, and to generate funding to support these core Federation services

Jewish and non-Jewish Community Responsibilities

- Speak on behalf of the Jewish community in public spheres related to antisemitism, Israel, and other areas of Jewish community concern.
- Represent the interest of the Jewish community within the community-at-large, through coalition building and cooperative efforts with religious, civil, academic and political leadership
- Participate in a variety of Jewish and non-Jewish organizations to maintain relationships with elected officials, interfaith organizations, academic and political influential
- Communication with Jewish communal organizations on issues of importance
- In close collaboration with the MJF Director of Marketing, communicate with the media and the community-at-large on issues of Jewish communal concern on JCRC position statements as needed and on behalf of the Milwaukee Jewish Federation.
- Serve as a resource to Jewish and general communities
- With the Wisconsin Jewish Conference, work with elected officials and other government officials on issues of concern.
- Monitor local, national and international events, working with lay leadership to set policy and mobilize leadership and community for action as needed.
- Position the Federation's JCRC as the central address for the Milwaukee Jewish community's community relations agenda
- Represent the Federation at community gatherings, vigils, representation as the voice of the Jewish community to media and news outlets in general engagements.

Administrative Responsibilities

- Prepare and oversee annual JCRC department budget
- Manage and supervise the work of JCRC staff
- Serve as a member of the Milwaukee Jewish Federation management team
- Collaborate with Federation departments to support the work of the JCRC, including the Marketing department, Israel Center, Jewish Museum Milwaukee and Holocaust Education and Resource Center
- Work closely with the Wisconsin Jewish Conference
- Work with national bodies (Jewish Council for Public Affairs, Jewish Federations of North America) on local, national and international issues of relevance to Jewish community

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience

- Advanced degree preferred in fields such as Jewish communal studies, social sciences, law or public administration
- Experience in community relations/public affairs
- In-depth knowledge of Jewish values, history, heritage, culture and ideals
- Management and supervisory experience preferred.
- Experience working with coalitions of organizations

Required Skills/Abilities

- Strong leadership ability with a particular focus on providing vision and guidance in implementing the work of the JCRC
- Successful experience with lay leaders and volunteers
- Strong written and verbal communication skills
- Excellent interpersonal, analytical and problem-solving skills
- Ability to react or respond to stressful situations with diplomacy, tact, and nuanced approaches
- Passionate commitment to the Jewish community and people

Supervisory Responsibility

JCRC Program Associate, JCRC Assistant Director

Work Environment

- This job operates in a professional office environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. This role frequently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.