



**MILWAUKEE**  
JEWISH FEDERATION

## JOB DESCRIPTION

### NEXTGEN DANIEL M. SOREF FELLOW

**Department:** Financial Resources Development

**Reports to:** Director of NextGen

**FLSA Status:** Exempt

**Work Status:** Full time

**Starting Salary:** \$40K

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#### **About the Milwaukee Jewish Federation**

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation (MJF) 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. [Learn more about the Milwaukee Jewish Federation.](#)

#### **Summary/Objective**

The NextGen Daniel M. Soref Fellow (“Soref Fellow”) is focused on building and stewarding relationships and fostering community among young adults in the Milwaukee Jewish community.

Working as part of the Financial Resources Development (FRD) team and reporting to the Director of NextGen, this position will be responsible for supporting the Director of NextGen in maximizing engagement, leadership development, and philanthropy among young adults. The ideal candidate must be a team player who can multitask, troubleshoot, and think proactively.

The Soref Fellow will play a key role in creating and sustaining a vibrant and thriving community for young adults in the Milwaukee Jewish community through outreach, engagement, fundraising, and leadership development. The ideal candidate should have a passion for creating connections and promoting Jewish identity and engagement among young adults ages 22-45.

#### **Essential Functions**

- Build and maintain relationships with young adults through one-on-one engagement to help them connect with opportunities throughout MJF and the Jewish community and deepen their commitment to Jewish life in Milwaukee.
- Serve as a concierge for young adults by identifying and offering networking and interpersonal connections.
- Develop and manage new initiatives, events, and programs that continuously engage young adults and identify future leaders for the organization.
- Provide event support and administrative assistance for NextGen, including managing registrations, tracking attendance, and overseeing the coordination of events.

- Direct outreach efforts that connect young adults to opportunities within NextGen MKE, Federation, and the broader community.
- Assist Director of NextGen in developing a donor pipeline for young adults and implement strategies to increase young donors.
- Identify Jewish learning opportunities in and outside of Jewish Milwaukee for NextGen to partner as an element of strengthening Jewish leadership.
- Manage Shalom Milwaukee and Shalom Baby initiatives aimed at welcoming and connecting newcomers and new parents, ensuring that newcomers and new parents feel excited to be a part of Milwaukee by providing support and resources, working with congregations and partners to provide the best resources available.
- In coordination with the MJF marketing department, manage NextGen's social media accounts and online presence.
- Attend and support FRD team events and programs.

### **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 and Competencies**

- Bachelor's degree required.
- 1-3+ years of programming, engagement, or related experience, preferably with prior experience with young adults, Jewish communal, or Federation background.
- Excellent interpersonal skills and the ability to communicate confidently and effectively.
- Strong written and verbal communication skills.
- Detail-oriented and effective time manager with the ability to multitask in a fast-paced work environment.
- Positive attitude and willingness to take on any task required to get the job done.
- Ability to handle sensitive information with discretion.
- Working knowledge of Jewish community, culture and tradition; Milwaukee knowledge preferred.
- Comfortable with Microsoft Office Suite and CRM experience preferred.
- Flexible schedule to accommodate events and programs outside of normal business hours.

### **Hours and Benefits**

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evenings and weekends will be required for events and programs that occur outside normal office hours.

This position is eligible for 10 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and

vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

**Work Environment and Physical Demands**

For in-office days, this job operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. Some work will be conducted offsite at event locations within the community.

This role frequently uses standard office equipment such as computers, phones, photocopiers and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. 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.

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.

**To Apply**

To be considered for this position, please send a cover letter and resume to [HR@milwaukeejewish.org](mailto:HR@milwaukeejewish.org).

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.