



MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

ASSOCIATE DIRECTOR – JCRC PROGRAMMING & ALLIANCES

Department: Jewish Community Relations Council (JCRC)
FLSA Status: Exempt
Starting Salary: \$55,000-65,000 annually

Reports to: JCRC Director
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 (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 at <https://www.milwaukeejewish.org/>.

A department of the MJF, the JCRC protects and defends the Jewish community through relationship building, coalition work, government affairs, public affairs, and advocacy. The local Jewish community's central body to address and prevent antisemitism, the JCRC is engaged in alliances and coalitions and represents the Jewish community in the community-at-large.

Summary/Objective

The Associate Director – Programming & Alliances works collaboratively with the JCRC Director and team to support the work of community relations and public affairs. This role leads a portfolio of projects, including community alliances, special programming and the annual antisemitism audit.

Primary Responsibilities

- Work collaboratively with the Director, team and lay leaders to achieve the JCRC's objectives.
- Develop/restart and maintain alliances with interfaith and ethnic community groups, engaging lay leaders to represent the JCRC and the interests of the Jewish community with those alliances.
- Develop and manage special programs and events – in conjunction with internal and external partners -- that support the work of community relations and public affairs.
- Coordinate the response to antisemitic and anti-Israel incidents, leveraging appropriate MJF experts and services for incident response and ongoing engagement and education.
- Coordinate the annual antisemitism audit, including information intake, review and analysis, report writing, and development of presentations and talking points for leadership.
- Serve as content matter expert on antisemitism and its impact.

Additional Responsibilities

- Represent the JCRC at public events and speaking engagements.
- Staff committees and task forces, as needed.
- Assist with the planning and execution of board and committee meetings.
- Contribute content to the Community Council newsletter to increase knowledge and engagement of lay leaders.

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 Education, Experience and Skills

- College degree in a related field
- Five years of related professional experience
- Knowledge of and passion for Judaism, Jewish community and related issues
- Sophisticated knowledge regarding antisemitism / anti-Israel trends and historical context
- Commitment to representing the needs of a broad, diverse Jewish community
- Sensitivity to diversity, equity and inclusion (DEI) issues and trends
- Ability to navigate complicated or stressful situations with diplomacy, tact, and equanimity
- Excellent interpersonal and relationship-building skills
- Highly organized with above average attention to detail

Supervisory Responsibilities

- This position may oversee the work of the team's administrative assistant on specific projects

Hours and Benefits

This is a full-time position requiring a minimum of 38 hours per week. 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. Periodic evening and Sunday hours and occasional attendance at offsite meetings and events will be required.

This position is eligible for 15 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 & Physical Demands

For in-person days, this position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. Some work will be conducted offsite in community settings.

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 and transport of program materials will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high. Must be able to travel to community locations for offsite meetings and events.

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.

Equal Employment Opportunity (EEO)

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.

To Apply

To be considered for this position, please send a cover letter and resume to HR@milwaukeejewish.org.