



**Position:** Vice-President of Jewish Education

**Reports to:** Chief Program Officer

**Position Summary:**

The Vice-President of Jewish Education is a vision-driven, innovative professional, who will serve as the chief Jewish educator and leader of the Commission for Jewish Education (CJE), a department of the Jewish Federation of Palm Beach County. The mission of the CJE is to enrich and strengthen Jewish life and education throughout the greater Palm Beaches. Its objective is to offer compelling and creative pathways for Jewish life and engagement that strengthen lasting and meaningful connections to the Jewish community. The Vice-President will play a leadership role in shaping the strategic direction, vision, and execution of CJE's activities. The Vice-President will be the top representative of the Federation 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 Duties and Responsibilities:**

- Serve as the public face of the CJE. Serve as the spokesperson for CJE, effectively communicating CJE's mission and goals to a wide variety of audiences. Represent CJE in community discussions on Jewish education and engagement.
- Direct the work of the Commission for Jewish Education and its professionals, including developing and supervising a dynamic professional team.
- Work successfully with the CJE Advisory Committee of lay leaders charged with advancing the mission of the CJE. Ensure that there are active committees for all CJE programmatic areas to create a pipeline of leadership.
- Meet with community leaders to educate and raise awareness of the CJE's activities through one-on-one meetings, board presentations, and advisory council meetings.
- Develop and deepen partnerships with Jewish and secular stakeholders in the community, including, but not limited to Federation's partner agencies, day schools, congregational schools and synagogues.
- Establish and maintain relationships with donors, volunteers, program participants and community partners.
- Collaborate and partner with other departments of the Jewish Federation of Palm Beach as an educator and resource. Continue to collaborate and integrate CJE's programs and initiatives with the other Federation programmatic areas such as Jewish Volunteer Center (JVC) and Jewish Community Relations Council (JCRC).
- Create and monitor the budget of the CJE, with input and guidance from CJE team members and the Federation Finance department and the Chief Program Officer.
- Participate in ongoing dialogue with other Jewish educational professional leaders nationally to stay abreast of cutting-edge issues on the Jewish educational horizon.
- Provide regular reports to key stakeholders and participate in meetings with funders.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

**Qualifications and Success Factors:**

- Advanced Degree in a related field and/or Rabbinic Ordination preferred.
- Minimum of 5 years' experience working in Jewish Education or similar required or relevant combination of education and experience required.



- An enthusiastic leader, bridge-builder and innovator.
- Forward thinking, open-minded, willing to take risks and committed to excellence.
- Superior interpersonal skills and ability to develop relationships with a wide variety of people and stakeholders.
- Strong management and supervision skills required.
- Strong organizational skills required.
- Strong knowledge of basic office computing, including MS Office (Word, Excel, PowerPoint) and basic database skills required.
- Excellent written and oral communication skills required.
- Experience working with lay volunteers required.
- Able to multi-task, prioritize and manage multiple projects, with attention to detail and follow-up.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***