

**Position:** Associate Director, Community Planning (Israel and Overseas)

**Reports to:** Vice President, Community Strategy & Planning

**Position Summary:**

The Jewish Federation of Palm Beach County's community planning process is a robust program of consultation, collaborative planning, evaluations, community innovation and funding to assure a vibrant future for the Jewish Community of the Palm Beaches, in Israel and around the world.

The Associate Director, Community Planning is a thought leader and partner regarding Federation's Israel and Overseas Agenda and is responsible for coordinating the planning process and committee management for related committees. The Associate Director is responsible for driving strategy around Federation's Partnership 2Gether program ("P2G"), Federation's partnership program with the Tzohar region in Israel, which connects the "people" of the region to the "people" of Palm Beach, including P2G engagement in the Palm Beaches and creating innovative programs.

**Essential Duties and Responsibilities:**

- Raise awareness in Palm Beach County about Israel and overseas needs, initiatives and opportunities for involvement.
- Evaluate and monitor use of Federation investments overseas.
- Responsible for managing American side of P2G steering committee, which includes lay cultivation, involvement opportunities, strategy, budget development and oversight of annual allocation.
- Ongoing relationship development and collaboration with all agencies and professionals implementing P2G programming in Israel.
- Schedule agendas for visiting delegations.
- Develop overall marketing strategies for P2G in collaboration with the Marketing Department
- Research new and innovative funding opportunities overseas aligned with Federation's priorities in and beyond P2G.
- Assist in the coordination of Federation's relationship with our overseas partners, including the Jewish Agency for Israel and the American Jewish Joint Distribution Committee.
- Maximize the impact of Federation's global agenda by monitoring the impact and awareness being made overseas.
- Communicate overseas impact to appropriate committees/colleagues and the community at large.
- Coordinate the preparation of committee meetings for committees under the Israel and Overseas umbrella.
- Review programmatic and budget materials, develop meeting agendas and prepare materials for committee review including position papers and memos providing allocations and other strategic recommendations for review by Community Planning leadership and Federation executive staff.
- Partner with Financial Resource Development department on creating supplemental fundraising opportunities.
- Collaborate with Federation's programmatic departments regarding content of programs and implementation methods, as they relate to partnership.
- Coordinate Federation program evaluation and review for overall Community Strategy and Planning
- Responsible to be an ambassador for this work, presenting on it to internal and/or external audiences, individual donors, etc.
- Additional duties as assigned.



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:**

- Bachelor's degree required.
- 5-7 years related experience or equivalent relevant combination of education, skills and experience required.
- Experience working with lay committees and fostering lay relationships.
- Knowledge of Israel and connection of Judaism to Israel.
- Superior organizational skills.
- Excellent problem-solving skills and fresh creativity.
- Capacity to work in highly collaborative team environment and to initiate plans of action without being prompted.
- Scheduling flexibility; this position will require occasional nights and weekends depending upon the activity
- Experience with program logistics and planning.
- Proficiency in MS Office (Outlook, Word, Excel, Teams and PowerPoint).
- Working knowledge of budgeting.
- The ability to set event timelines, paying close attention to when certain tasks must be completed.
- The ability to effectively set priorities and manage expectations accordingly.

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

**NO CALLS, PLEASE**