



**Position:** Mandel Center Associate

**Reports to:** Sr. Director, Leadership Development, Mandel Center for Leadership Development

**Position Summary:**

The mission of the Mandel Center for Leadership Development ("Mandel Center") of the Jewish Federation of Palm Beach County is to engage and develop high performance volunteer and professional leaders. Its goal is to recruit, inspire, train and retain leaders who have the values, commitment and skills to give high quality leadership to the Jewish Federation.

The Mandel Center Associate assists in overseeing program development of a cornerstone leadership program, managing and sustaining relationships with past, current and potential participants, managing the operations of monthly sessions, creating engagement strategies, event planning and outreach to young professionals in the Palm Beach County area educating young professionals about the work of the Jewish Federation.

**Essential Duties and Responsibilities:**

- Oversee the coordination and implementation of Emerging Leadership Program (ELP), a leadership development program for individuals looking to begin their role as a lay leader in Jewish Palm Beach. This includes:
  - Serve as core part of Federation's Mandel Center supporting emerging Jewish leaders.
  - Act as primary liaison between ELP, other Leadership Development programs, and its major constituents: (1) current participants; (2) potential participants; and (3) alumni.
  - Identify and track relationships in donor management system of ELP constituents.
  - Ensure all past and current ELP participants are aware of Jewish Federation programs and opportunities.
  - Independently communicate across departments to stay knowledgeable about current Federation programs.
  - Plan, coordinate, and execute both the recruitment and selection of participants for ELP.
  - Cultivate relationships with participants of Federation's young adult programs.
  - Attend and facilitate ELP monthly sessions and events.
  - Design and implement alumni engagement programs. This includes tracking involvement of ELP alumni.
  - Develop and implement an evaluation system to monitor the leadership path and growth of relationships among ELP constituents.
  - Soliciting for and convene the alumni group to make allocations from the ELP Fund.
- Work with national JPRO network and manage local JPRO group. This includes planning several JPRO local events, classes and retreats.
- Manage the Levy Award Process; including nominations, selection committee, award recipients, and community announcements.
- Promote the mission of the Federation at all times through superior customer service to all and through the efficient use and care of resources.
- Other 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:**

- Bachelors degree in Non-Profit Management, Organizational Development, Business Management or similar preferred.
- Minimum of 2-4 years experience in planning or program development required or equivalent relevant combination of education, training and experience.
- Experience in volunteer management and group facilitation is preferred.
- Experience working in an organized Jewish community strongly preferred.
- Outstanding written and oral communications skills.
- Strong organizational skills required.
- Skills in relationship building, multitasking, and project management.
- Some knowledge of Jewish customs and traditions is required. Ability to infuse Jewish culture, values, traditions and history, into his/her work.
- Ability to think strategically, solve problems, use sound judgement and make decisions and recommendations.
- Ability to plan and organize assignments independently, to create and develop research and to present information effectively to groups.
- Strong knowledge of basic office computing, including MS Office (Word, Excel, Outlook, Teams and PowerPoint) and ability to adapt to organization's database and business automation software tools.
- Ability to work extended days to include early morning, evening and weekend events and meetings in addition to the regular work schedule, from time to time required.
- Ability to work within a team-based structure, in an individual contributor role.
- A friendly, warm and engaging professional who cares about volunteer leaders working collaboratively and effectively with them as well as volunteers and colleagues
- Creative, passionate, and curious thinker.
- Someone who takes initiative, is adaptable and can multi-task.

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

**NO CALLS, PLEASE**