



## **Job Description**

Position: Executive Director

Department: Tikkun Olam Women's Foundation

Reports to: Chief Endowment and Family Philanthropy Officer

Date: November 2018

### **Organizational Vision, Mission, and Function:**

The Jewish Federation envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. From this work, we know that the Jewish community locally and abroad will continue to be a strong, thriving and welcoming place for generations to come.

Working within Federation's United Jewish Endowment Fund, the Tikkun Olam Women's Foundation of Greater Washington a multi-generational membership organization rooted in Jewish values, empowers women to be philanthropists, decision makers and advocates with and for women and girls in the DC metro region and in Israel.

### **RESPONSIBILITIES:**

The Executive Director of the Foundation, working closely with Trustees (Board chair, committee chairs), will be responsible for the Foundation's overall growth, management, and operations including:

### **RESOURCE DEVELOPMENT (FUNDRAISING)**

- Work closely with trustees to develop fundraising strategies, and implement a successful fundraising plan, including prospect identification and cultivation as well as proficiency in making the ask and closing the commitment.
- Pursue and implement collaborative fundraising opportunities to increase grant making capacity.
- Develop relationships with individual, Foundation and corporate funders, to expand the scope and impact of our work.
- Oversee the design and execution of fundraising events.

## **TRUSTEE ENGAGEMENT**

- Manage the overall Trustee experience through regular communication with Trustees to maximize engagement in committees, leadership development and succession planning.
- Build membership through cultivating relationships with current and potential Trustees; recruit and onboard new Trustees.
- Work closely with trustees to design and implement programming to engage Trustees in meaningful education and grant making to further the Foundation's social change mission.

## **ORGANIZATIONAL MANAGEMENT/ COMMUNICATIONS**

- Work with leadership and committees of the Foundation to devise plans to achieve the strategic priorities of TOWF.
- Manage implementation of plans, ensuring that the organization is administratively sound.
- Work closely with the Treasurer and the Leadership Board to develop the annual budget. Manage the budget and ensure that the organization is fiscally sound.
- Serve as the liaison with the Jewish Federation of Greater Washington and comply with the requirements set out in the memo of understanding.
- Oversee implementation of strategic communications plan including promotional materials, newsletter, website maintenance and social media presence

## **COMMUNITY OUTREACH**

- Connect the Foundation with external communities; raise the Foundation's profile and elevate visibility to increase impact in the local community and amongst other women's foundations.
- Represent TOWF as a primary spokesperson.

## **GRANTMAKING**

- Work with the Grants Committee to design a grant making program to increase social change impact including initiating collaborative opportunities with other funders and community partners.
- Oversee the Grants/Administrative Coordinator, whose responsibilities include grants vetting, review, funding, reporting and evaluation.

## **QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIREMENTS**

*The ideal candidate must have at least seven years of nonprofit or relevant management experience, ideally including experience with membership organizations.*

- Outstanding interpersonal and relationship building skills.
- Experience working collaboratively and effectively with a board, active lay leadership and staff at all levels.

- Proven track record of success in financial resource development (fundraising) with experience in prospect identification, cultivation, making the ask and closing the commitment.
- Ability to think strategically and creatively to identify opportunities for growth and community engagement.
- Ability to work independently and perform well under pressure. Well-organized, capable of managing multiple projects effectively and exhibit sound judgment.
- Knowledge of basic nonprofit finance. Ability to generate budgets and analyze financial data.
- Outstanding communication skills both verbal and written.
- Proficiency in Microsoft Office, comfortable with and open to new technology.
- Knowledge of the Washington DC metropolitan Jewish community, philanthropic sectors, and social and economic justice issues including those affecting women's and girls, preferred.

To apply for this exciting opportunity please submit your cover letter and resume to [jobs@shalomdc.org](mailto:jobs@shalomdc.org), using subject line TOWF2018