



Job Description

Position: Manager, Engagement
Department: Engagement
Reports to: Director of Engagement

Organizational Vision, Mission, and Function:

The Jewish Federation of Greater Washington is a non-profit philanthropic organization dedicated to creating a vibrant and purposeful Jewish community. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in the Washington area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development

The Department of Engagement strives to enhance Jewish life in Washington DC, Maryland and Northern VA. with a focus on connecting people to Jewish community wherever they are on their Jewish journey. Currently, Federation engages the community through food, social action initiatives, programming for families with young children and support for interfaith families. Using strategic goals, metrics and evaluation processes, employees of the department work with lay committees to ensure Federation engagement is meeting the needs of the community and will find holes that are not being met.

Overview of Position:

The Engagement Manager will be an experienced professional able to build relationships with lay leaders and facilitate volunteer and professional programs and committees that focus on engagement in Jewish life. This position is responsible for program oversight and implementation of community-wide programs like Good Deeds Day and Grand Slam Sunday. Additionally, they will facilitate and implement Federation's Jewish Food Experience program which is being significantly streamlined and tightened in scope and implementation. Lastly, this professional will oversee Federation's volunteer initiative, Doing Good, responsible for programming social action events through the year. The person in this position shall be a self-starter who is highly motivated and comfortable assessing need, driving strategic thought, savvy in lay/pro relations, able to command respect and attention, is detail oriented, able to implement programs and facilitate an exciting online presence using the most modern communication tools to reach our constituents.

Responsibilities:

- Analyze current programming and make strategic recommendations
- Maintain and enhance Federation's Doing Good Initiative
- Convene Engagement lay committees around initiatives like Doing Good
- Work with lay committee members to develop/implement a model of lay ambassadors to Engagement programs
- Convene a Jewish professional committee around Jewish Social Action
- Spearhead large-scale community events including but not limited to Good Deeds Day and Grand Slam Sunday
- Facilitate engagement events focused around food
- Represent Federation at public space events in and around the DC area
- Work with consultants to maintain Jewish Food Experience's web presence

- Manage the Federation Volunteer database
- Sustain and expand social media strategies for Engagement programs like Doing Good and JFE
- Build and maintain strategic collaborations and partnerships within the DC area market
- Write and edit a variety of applications, including web copy and articles
- Help develop and run new programming initiatives

Requirements:

- Minimum bachelor's degree in communications or a related field
- 2-4 years' experience in a communications or events role
- Excellent interpersonal, organization, communications and writing skills
- Proficiency in MS Office Suite, social media platforms, writing for the web
- Intimate knowledge of the local Jewish community
- Strong project management and customer service skills
- Willingness to work during non-standard business hours
- Working knowledge of internet industry standards
- Capability to work on a variety of projects simultaneously
- A valid driver's license and reliable vehicle
- Ability to lift and carry 20 pounds
- Capacity to research and keep up with new technology and applications
- Proven ability to oversee projects from concept through completion
- An inherent understanding of targeting audiences in order to develop appropriate approaches

Please send cover letter, resume and writing sample to Jobs@shalomdc.org