



**Job Description**  
**Relationship Manager, Northern Virginia**  
**FY20**

The Jewish Federation of Greater Washington is working to strengthen the Jewish community in the District of Columbia, Suburban Maryland, and Northern Virginia. We mobilize community builders and organizations to identify and develop solutions to our community's greatest needs. We serve as a hub to generate the kind of innovation and big thinking needed to guide our community to a vibrant future.

Federation's unique perspective, reach, and relationships within the community empower us to meet both individual and collective needs, now and for the future. And our vantage point from the nation's capital gives us the vision to address the concerns of the Jewish people across the country and around the world. Learn more at [shalomdc.org](http://shalomdc.org).

**Position Overview:**

A recent landmark community study revealed that the Jewish community in Northern Virginia is home to more than 100,000 Jews and is growing at a rapid rate. In this role as a NOVA Relationship Manager, you will inspire, shape, and energetically and strategically build JFGW's presence and impact in Northern Virginia by partnering with community members, local and national agencies, donors, congregational Rabbi's and key communal leadership. This is a unique leadership opportunity for a dynamic professional who knows and loves the Jewish Community and wants to shape the future of Jewish communal life in one of the fastest growing Jewish communities in America.

**Primary Responsibilities:**

- Supports the Director, Innovation with maintaining relationships with community members, donors, prospects, and lay leaders in Northern Virginia and partners with local and national agencies to identify engagement programming that aligns with the strategic priorities for the Northern Virginia community
- Builds partnerships and relationships with synagogues, agencies, and institutions in Northern Virginia to advance the Jewish Federation's impact and presence; serves as a community connector and networker in collaboration with the strategic planning and allocations and Task Force teams
- Represents JFGW at events and programs in the Northern Virginia Jewish community, and serves as an ambassador of the Jewish Federation

- Collaborates with Leadership Development and Fundraising teams to build pipelines for potential leaders and donors in Northern Virginia

**About You:**

- Minimum of 2-4 years of experience customer service, relationship or account management, sales/fundraising, or engagement
- Strong interpersonal skills that enable relationship and partnership building with community organizations, lay leaders, and professionals at all levels
- Demonstrated critical thinking and problem-solving skills
- Data-Driven decision-maker who is comfortable with analytics and data management
- Excellent communication skills, both verbal and written
- Proficiency in Microsoft Office; comfortable with and open to new technology
- Positive, can-do, go getter attitude
- Ability to work independently, perform well under pressure, juggle multiple tasks and exhibit sound judgment
- Connection to/involvement in the Northern Virginia Jewish community preferred

To apply for this exciting opportunity, please send a cover letter and resume to [JOBS@SHALOMDC.org](mailto:JOBS@SHALOMDC.org) using subject line "NoVA RM FY20".