



JOB DESCRIPTION

TITLE: Young Adult Division (YAD) Director

DEPARTMENT: Office of Advancement

POSITION SUMMARY: This position serves as a charismatic and strategic thought leader to engage young Jewish adults in Colorado in their 20's-40's. This professional will develop, implement, and monitor strategies and trends to inspire young Jewish adults on a pathway from initial engagement to deeper involvement with Jewish community, leadership, and philanthropy. Included in these strategies are convenings around industry philanthropy, as well as exploration of how YAD can play a role in other Front Range and mountain communities. This position is responsible for the oversight and management of all activities, events, and data for the young adult demographic as part of a long-term, three-tiered strategy to Live.Give.Lead Jewish.

REPORTS TO: Chief Advancement Officer

SUPERVISES: YAD Manager

RESPONSIBILITIES:

Direction & Strategy 20%

- Develop and implement strategies that channel young adults and families on a pathway from initial engagement to deeper involvement with JEWISHcolorado and the Jewish community.
- Build and maintain relationships with partner organizations, participants, and lay leaders.
- Monitor, evaluate and adapt YAD efforts with trends and interests related to the young adult demographic.
- Design and deliver timely management reports reflecting YAD activity, progress, and planning.
- Develop and implement strategy for YAD expansion to communities outside of Denver.
- Supervise, delegate responsibilities, and set priorities and outcomes of YAD Manager.

Engagement – 25%

- Provide support and mentorship in the YAD Manager's execution of engagement efforts including but not limited to YAD Shabbat, YAD Family Shabbat, YAD Volunteers, YAD Outdoors, Tribe Engagement Network, Israel Engagement, and Industry philanthropy events.
- Provide support for YAD Ambassador Program, including recruitment, mentorship, and engagement gatherings in coordination with YAD Manager.
- Build relationships with Jewish young adults and stakeholders, both with existing Denver constituents and state-wide.
- Set and meet engagement goals and performance metrics.
- Manage YAD-related recruitment and follow up for YAD and JEWISHcolorado events.
- Implement YAD marketing and communication in coordination with JEWISHcolorado's Communications Department.
- Work in coordination with Program directors and Director of Family Engagement to coordinate other JEWISHcolorado efforts related to young adults and families, including but not limited to PJ Library, Jewish Explorers, and One Happy Camper.
- Work with Chief Jewish Life & Engagement Officer to impart Jewish content throughout YAD.
- Explore strategic efforts for how the Young Adult Division can play a role in strategic expansion in other Colorado communities.

Philanthropy & Fundraising – 45%

- Collaborate with Advancement Department on meaningful strategies for financial resource development of YAD.
- Secure sponsorships for YAD-related events.
- Securing gifts from a portfolio of YAD demographic donors and stakeholders.
- Manage YAD's Ben Gurion Society and the National Young Leadership Cabinet.
- Identify, cultivate, and steward financial resources for YAD engagement state-wide.

Lay Leadership – 10%

Collaborate with YAD volunteer leaders, including but not limited to YAD Chair and manage the following committees: Executive, Shabbat, Family Shabbat, Volunteer, Network & Nosh, Outdoors, Israel Engagement and Tribe Engagement Network. Identify and cultivate pipeline of young adult lay leaders; Implement strategies to build capacity and further involvement.

PERFORMANCE RESPONSIBILITIES:

- Utilize strong diplomacy and collaboration skills to effectively work with volunteers, participants, departments within JEWISHcolorado and external organizations.
- Have a positive and courteous attitude at work.
- Organize work and time effectively and efficiently.
- Utilize strong critical thinking skills.
- Participate in broader Jewish community and professional development opportunities.
- Demonstrate comfort with a results-oriented organization.
- Communicate effectively in verbal and written forms.
- Conduct work with maturity, sound judgment, and high ethical standards.

QUALIFICATIONS:

- Bachelor's degree with a focus in nonprofit management, business, social work, Judaic Studies, marketing, or related field.
- Minimum of 5-7 years of relevant professional and/or volunteer experience.
- Minimum of 2 years of supervision experience with direct reports and volunteers.
- Work with young adults and emerging leaders in a professional or volunteer capacity.
- Demonstrated event and meeting management, planning and execution.
- Demonstrated success with results-oriented organization and metrics-based performance.
- Proficiency with Microsoft Office and Customer Relationship Management Systems.

ADDITIONAL JOB INFORMATION

Position Type: 37.5-hour per week; exempt; qualifies for all benefit packages.

Working Conditions: This job can be physically demanding (which can include travel, bending, reaching, squatting, kneeling, twisting, constant walking, frequent sitting, and maintaining close visual attention to write reports; occasional lifting up to 30 pounds).

Other Requirements: This position requires some time out of the office, possible statewide car travel, and active participation in programs that occur outside of a traditional work schedule.

Salary Range:

This position pays in the range of \$55,000 - \$70,000, commensurate with experience and fundraising track record. Benefits package including health, dental, and vision, 401k matching and long- and short-term disability insurance.

For more information and to apply: Submit cover letter & resume to staffing@jewishcolorado.org