

## JOB DESCRIPTION

**TITLE:** Young Adult Department Manager  
**DEPARTMENT:** Jewish Life and Engagement

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**POSITION SUMMARY:** The Young Adult Department (YAD) Manager supports JEWISHcolorado's efforts to engage young Jewish adults in Colorado in their 20's-40's. This professional will implement and monitor strategies and trends to inspire young Jewish adults on a pathway from initial connection to deeper involvement with Jewish community, philanthropy, and leadership. In coordination with the YAD Director, the YAD Manager will implement meaningful and complementary strategies for engagement, financial resource development and leadership for YAD and JEWISHcolorado.

The YAD Manager's essential function is to identify, develop and steward young adults as part of a long-term, three-tiered strategy to *Live.Give.Lead* Jewish. The YAD Manager is responsible for managing outreach, events, and information and for helping secure funding for YAD. The position is a fundamental part of the Jewish Life and Engagement Team, collaborating with Philanthropy, Marketing, Events, and Operations.

**REPORTS TO:** YAD Director

### ESSENTIAL RESPONSIBILITIES:

#### Engagement - 40%

- Manage and execute specific YAD initiatives and programs: YAD Shabbat, YAD Family Shabbat, Ambassadors, Network & Nosh, YAD Volunteers, Israel Engagement, Colorado Jewish Agency Professionals, and others as assigned.
- Facilitate outreach and engagement events with Jewish young adults in Colorado. Support strategies to build capacity and further leadership involvement in both Denver and less engaged cities throughout Colorado.
- Lead recruitment efforts for YAD events and JEWISHcolorado signature events. Participate in event follow up for YAD constituency.
- Assist the YAD Director with communications, planning, and execution of Ben-Gurion Society and JFNA National Young Leadership Cabinet meetings and events.
- Work in collaboration with Digital Media Manager to manage YAD social media marketing and support YAD-related communications, websites, event forms, donate forms and materials, public relations and fundraising collateral, in collaboration with JEWISHcolorado's Marketing Team.
- Meet with young adults that are new to Colorado to get them involved with the local Jewish Community.
- Manage YAD constituents in the JEWISHcolorado database. This includes adding new constituents, updating contact information, tracking interactions and more.

#### Lay Leadership – 30%

- In partnership with the YAD Chair and YAD Director, support monthly YAD Executive Committee meetings and ad-hoc committee meetings. Participate in regular communication with YAD Executive Chair and the YAD Director.



- Develop and maintain relationships with lay leaders, donors, community partners and other stakeholders relative to YAD activities and outreach.
- Implement YAD Ambassadors Program, including cohorts, curriculum, events, logistics, marketing, and operations with intent to pipeline them into giving circles and continued leadership.

## **Philanthropy – 20%**

- Manage a small portfolio of YAD Donors.
- Work with YAD Director to identify and pipeline donor prospects in the YAD demographic.
- Assist with the YAD annual fundraiser.
- Participate in general fundraising activities with a focus on the YAD demographic /Jewish Life and Engagement participants

## **Direction & Strategy - 10%**

- Utilize strong diplomacy and collaboration skills to effectively work with volunteers, participants, departments within JEWISHcolorado and other external organizations.
- Help 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.
- Design and deliver timely and accurate reports reflecting YAD impact, analysis, constituents, and campaign-related data.

## **OTHER RESPONSIBILITIES:**

- Organize effectively and efficiently.
- Prioritize activities, multi-task and meet deadlines.
- Utilize strong critical thinking skills.
- Share a passion for JEWISHcolorado's mission and YAD's role in that.
- Participate in broader Jewish Federations of North America, Jewish community, and professional development opportunities.
- Communicate effectively in verbal and written forms.
- Maintain a knowledge of and comfort using social media for its marketing outreach application.
- Conduct work with maturity, sound judgment, and high ethical standards.

## **Adhere to JEWISHcolorado's Core values:**

- Bring your best self to work
- Maintain a positive, can-do attitude
- Demonstrates effective collaboration
- Commitment to and responsibility for shared values and building community
- Strong work ethic- commitment to one's work

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree with a focus in nonprofit management, business, social work, Judaic Studies, marketing, or related field.

**Experience:**

- Minimum of 2 years of relevant professional or volunteer experience.
- Demonstrated comfort or a willing attitude to learn volunteer management.
- Demonstrated event and meeting management, planning and execution.
- Demonstrated comfort and success with results-oriented organization and metrics-based performance.

**Preferred Qualifications:**

- Work with young adults and emerging leaders in a professional or volunteer capacity.
- Project and time management related to fundraising and event planning.
- Familiarity and proficiency with Microsoft Office and Fundraising Databases.

**Position Type:** 37.5-hour per week, in-person 4 days each week, exempt. Benefits include vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, and life insurance; 401(k) match. Working some Friday nights, evenings, and weekends on an ongoing basis, some time out of the office, limited travel, and active participation in programs that occur outside of a traditional work schedule is required.

**Salary Range:** \$45,000-\$47,000/year

**Apply:** Please forward resume and cover letter to [Staffing@JEWISHcolorado.org](mailto:Staffing@JEWISHcolorado.org).