

Young Adult Division Manager

JOB DESCRIPTION

JEWISHcolorado strengthens and connects the Jewish community in Colorado, Israel, and around the globe by creating diverse pathways to engage in Judaism. During these unprecedented times, JEWISHcolorado is at the forefront of mobilizing, sustaining, and educating our Jewish community while continuing to honor our past and plan for our future.

Position Summary: This role 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 the Young Adult Division (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.

Primary Responsibilities:

Direction & Strategy – 30%

- 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 demographic.
- Design and deliver timely management reports reflecting activity, progress, and planning.
- Develop and implement strategy for expansion to communities outside of Denver.

Engagement – 30%

- Strategize and execute YAD-specific events including but not limited to: YAD Shabbat, Ambassador Gatherings, and philanthropy events.
- 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 recruitment and follow up for YAD events.
- Implement YAD marketing in coordination with the Communications team.
- Work in coordination with program directors and the Director of Family Engagement to coordinate other JEWISHcolorado programmatic efforts related to young adults and families.

Philanthropy – 20%

- Collaborate with the Development team on meaningful strategies for YAD fundraising.
- Steward and secure gifts from a portfolio of YAD donors and stakeholders.
- Manage YAD's Ben Gurion Society and the National Young Leadership Cabinet in collaboration with Director of Annual Campaign.

- Identify, cultivate, and steward financial resources for YAD engagement state-wide.
- Participate in broader Jewish Federations of North America, Jewish community, and professional development opportunities.

Lay Leadership – 20%

- Steward and work in collaboration with the YAD Chair, Executive Committee, sub-committees, and Ambassador cohort.
- Spearhead leadership of YAD Ambassadors; maintain trainings, check-ins, and increase cohort.
- Identify and cultivate a pipeline of young adult leaders.
- Implement strategies to build capacity and further community involvement.

Desired Strengths:

- Strong diplomacy and collaboration skills with volunteers, program participants, staff, and external organizations.
- Efficient work and time organization.
- Ability to prioritize, multi-task, and meet deadlines.
- Passion for JEWISHcolorado's mission and YAD's role.
- Effective verbal and written communications.
- Knowledge of and comfort using social media for marketing outreach.
- Maturity, sound judgment, and high ethical standards.

Demonstrate JEWISHcolorado's Core Values:

- Effective collaboration
- Open and respectful communication
- Reliability and accountability
- Critical thinking, innovation, and creativity
- Being a good ambassador for the organization

Minimum Qualifications

- Minimum of 3 years of relevant professional or volunteer experience.
- Demonstrated comfort with volunteer management.
- Demonstrated comfort and success with results-oriented organization and metrics-based performance.

Preferred Qualifications

- Experience with young adults and emerging leaders in a professional or volunteer capacity.
- Familiarity with Jewish culture and Colorado's Jewish community.

Position Type: Work schedule involves time in office, some evenings, Friday nights, or weekends on a regular basis, with limited Colorado travel, and active participation in programs outside of a traditional work schedule, for a total of 37.5-hour per week, exempt.



Salary Range: \$60,000-\$62,000 per year. Benefits include vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, life insurance, gym membership, 401(k) match.

To Apply: Please forward a resume and cover letter to Staffing@JEWISHcolorado.org.