JOB ANNOUNCEMENT

Director
The Jewish Teen Education & Engagement Funder Collaborative
(Exempt, Full-Time Position)

The mission of the Jewish Teen Education & Engagement Funder Collaborative (“the Collaborative”) is to provide a platform for shared learning and collaboration among participating grant making professionals at Jewish Foundations and Federations making significant investments in community-based Jewish teen education and engagement initiatives. These initiatives are designed to materially and sustainably increase and enhance the level of Jewish teen engagement and community support. For additional context, please see appended document, “Background Information on the Funder Collaborative.”

The Opportunity

This is an exciting and dynamic time for the Jewish Teen Education & Engagement Funder Collaborative. It continues its evolution from early concept and planning in 2013, to potentially having 10 major Jewish communities across the United States implementing substantive community-based Jewish teen education and engagement initiatives through co-funding agreements with the Jim Joseph Foundation by the end of 2016.

This next chapter for the Funder Collaborative will require a highly skilled and adaptive Director to support its success toward teen and community outcomes. This period marks a significant transition as the Collaborative moves from an informal collection of consultants and facilitators, to a full-service fiscal sponsorship platform and a full-time Director position. The Director will have the opportunity to work with some of the leading Jewish professionals across the country on a national initiative and a collaborative design that will serve as a case study for future major community investments – both in the Jewish world as well as the broader nonprofit sector.

This is a unique, career-building (or career-capping) opportunity for someone who wants to be on the leading edge of an influential, multi-million dollar, long-term effort involving diverse and dynamic Jewish communities across the United States.

Position Summary

The Funder Collaborative seeks its first full-time Director who will be an integral part of bringing the vision for the Funder Collaborative to fruition. The Director will have primary responsibility for managing the following areas: collaborative leadership and facilitation; annual strategy and budget management; “network weaving” among the funders, implementers, and other key stakeholders (including proactive communications, and providing responsive avenues for idea exchange and learning); and external communications. In addition, this position will communicate with and perform outreach to key stakeholders and the community on a routine basis concerning project initiatives. The Director will report to the three-member Operating Committee of The Funder Collaborative and serve as an employee of the Funder Collaborative’s nonprofit fiscal sponsor (the arrangement with this fiscal sponsor will be finalized before this hiring process concludes).
**Posted Date: April 20, 2016**

Candidates will be considered on a rolling basis.

**Location**

Ideally, the Director will be located in one of the ten communities involved in the initiative: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Denver/Boulder, Los Angeles, New York, San Diego or San Francisco. The Director may work from a home office or an office provided by the Collaborative. The position will require some travel. Specifically, the expectation is that the Director will personally visit each community at least once in the first year, and in subsequent years as needed, in addition to travel for two convenings a year and possibly a limited number of conferences. (With careful planning, many of these visits could be combined.)

**Job Responsibilities**

- Develop and implement the annual strategy, work plan and budget.
- Enable cross-community knowledge and coordination; build the “connective tissue” through:
  - At a minimum, monthly conversations with each community
  - In-person visits to the communities, and semi-annual convenings
- Provide high-level counsel to the Collaborative by anticipating emerging needs and proactively setting up the understanding, culture, and systems to effectively move into the next chapters of collective work.
- Foster an active learning culture. Support active sharing of what is needed, what is emerging, what is working and what is challenging, in individual communities and across the Collaborative. Proactively identify opportunities for action learning and problem solving. Support Funder Collaborative members by initiating conference calls, working groups, etc. on topics of relevance.
- Provide a safe and constructive environment to review core assumptions and whether they are still appropriate. Push for and support continuous sharing, learning and improvement from the funders as an active Collaborative.
- Support the inclusion of diverse perspectives, encourage active and constructive debate, and address conflicts.
- Provide support to consultants evaluating this multi-community initiative (“Cross Community Evaluators”) by sitting on the Evaluation Advisory Group and by serving as a liaison between the Funder Collaborative and the consultants.
- Hire and oversee other staff, contractors, and vendors as required to fulfill the annual goals and within budget and authority parameters. Provide effective recruitment, contracting, onboarding, and oversight.
- Convening/facilitating:
  - Plan and facilitate approximately two, 2-3 day in-person convenings
  - Plan and facilitate monthly calls; develop draft agenda for Operating Committee feedback; develop advanced reading materials; facilitate calls; provide notes
  - Plan and facilitate monthly Operating Committee calls
  - Support content-specific calls and working groups based on the emerging needs of the group
  - Support meeting logistics and facilitation needs of the cohort of full-time professionals who direct the local initiatives (“Implementers”), as necessary.
- Support external knowledge sharing and communications. Work with PR and marketing consultants as necessary within the annual strategy and budget. Work with the Funder Collaborative to develop an annual messaging/communications plan. Support dissemination of case studies and cross community evaluation reports. Serve as an ambassador and spokesperson as necessary, and support the other funder members in their public speaking engagements about the work of the Collaborative. Effectively communicate mission statement and accomplishments through social media, newsletters and general communication materials.
• Serve as liaison to the Funder Collaborative’s fiscal sponsor on HR, finance, legal compliance, and related matters, including conducting a monthly financial review with the fiscal sponsor and the Operating Committee.
• Hire/oversee the work of a part-time administrator/coordinator, pending annual plan and budget, who will provide support in:
  o Logistics and scheduling
  o Execution of various activities and tasks as delegated by Director to support Collaborative goals/priorities
  o Technology (e.g., Collaborative platforms)

Qualifications and Proven Competencies/Experience

• Experience reporting to a governing or advisory board.
• Collective Impact / funder collaboration experience
• Proven, strong facilitation and group process skills
• Active listener
• Understanding/context of Jewish community and the youth and teen space.
• Able to ramp up to new situations and adapt to changing situations; curious and proactive in improving/iterating
• Able to work independently, self-starter, experience working on own; able to navigate multiple priorities and timelines; strong project management skills
• Strong communications capacity through variety of methods (phone, email, meetings, social media, presentations, etc).
• Strategic and judicious decision making with diligent, consistent follow through and attention to detail
• Strong capabilities in gathering information, synthesizing, and crafting compelling and relevant recommendations
• Basic understanding of evaluation and learning cultures.
• Experience managing and leveraging resources within budget
• Prior work experience at increasing levels of responsibility; minimum 7-10 years, primarily in the nonprofit sector
• Familiar with common office technology, social media platforms, and collaboration tools
• Bachelor’s degree; Master’s preferred in nonprofit administration or related field

To Apply

This is a full-time position. It includes excellent benefits. Salary is dependent upon experience. Interested candidates should submit a cover letter with salary history and resume to Eleanor Enfield at eleanor@theolivegrove.com.

The Funder Collaborative is an equal opportunity employer and will give consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.
Appendix: Background Information on the Funder Collaborative

In 2013, about a dozen funders from across the U.S. began meeting together to better understand how to develop and invest in local opportunities to educate and engage Jewish teens. Convened by the Jim Joseph Foundation, members of the group were already supporting teen programming but seeking ways to do it better in order to significantly expand teen involvement in active Jewish life. By the end of 2014, the group had developed into a Funder Collaborative in which at least half of the members were in the midst of or ready to begin grantmaking to support comprehensive, innovative and sustainable new community-based teen initiatives.

As of April 2016, eight communities have secured funds and transitioned into the implementation phase with their initiatives (Baltimore, Boston, Chicago, Cincinnati, Denver/Boulder, Los Angeles, New York, and San Diego). Two additional communities (Atlanta and San Francisco) are in the midst of preparing proposals to secure funding to launch their initiatives by the end of 2016.

Ultimately, the Collaborative hopes its work will reach beyond the initial participating communities, leading to adaptations of the pilot experiments in other communities across the country and in the offerings of national providers of Jewish teen education and engagement experiences.

Members of the Funder Collaborative include:

- Combined Jewish Philanthropies (Boston)
- Jewish Community Federation & Endowment Fund (San Francisco)
- The Jewish Foundation of Cincinnati
- Jewish Federation of Greater Atlanta
- Jewish Federation of Greater Los Angeles
- Jewish Federation of Metropolitan Chicago
- Jewish Federation of San Diego County
- Jim Joseph Foundation
- Lippman Kanfer Foundation for Living Torah
- The Marcus Foundation
- Rose Community Foundation (Denver)
- Charles & Lynn Schusterman Family Foundation
- The Associated: Jewish Community Federation of Baltimore
- UJA-Federation of New York
- And an anonymous foundation

Ten of the fifteen member Federations and foundations limit their funding to a specific geographic region. Five members fund nationally.

From 2013 through October 2015, the Jim Joseph Foundation served as the primary convener, investor and manager of consultant support. As the Jim Joseph Foundation shifts these roles to the shared leadership of the full Funder Collaborative, the group is in the midst of a major structural transition. At their October 2015 convening, the Funder Collaborative formalized this shift in responsibility by:

1. Identifying the role of a three-member Operating Committee (which was populated through a nominating process completed in early November 2015);
2. Developing a draft four-year revenue budget for the Funder Collaborative;
3. Clarifying the primarily functional needs, core competencies, and possible staffing structure required over the next two years; and
4. Putting a process into place to select a fiscal sponsor platform (the arrangement with this fiscal sponsor will be finalized before this hiring process concludes).

In order to fund their collective work, each of the local community initiatives allocates 5% of their initiative budget into a pooled fund to support activities of shared interest to the Funder Collaborative. Funds for these allocations are covered 50-50 by investment from the local funder(s) and the Jim Joseph Foundation. The anticipated annual revenues for the Funder Collaborative are $450,000-$500,000 each year through FY 18-19. Funding from other foundations for discrete projects such as research dissemination may also increase the revenues available. Finally, if the initiatives continue to produce desired outcomes, there is interest among the local communities to pursue renewal grants to continue the work beyond their initial 4-5 year grants, although that funding is not committed nor is it yet known to what extent it will be available.

A critical component of the Funder Collaborative’s work is evaluation and sharing lessons learned with other communities and funders. Each local initiative will have its own evaluation. The overall initiative is supported through comprehensive services of a Cross-Community Evaluator (Rosov Consulting).

Another important component is the recent launch of a community of practice for the Implementers – those professionals and organizations in each community that are working with the funders to design and fulfill the teen initiatives. The Implementers will be participating in the Funder Collaborative convenings, as well as having some convening time on their own, and the Director will be providing some support to this group as well.