



## **JOB DESCRIPTION**

**Position Title:** Director, Community Relations Council

**Reports to:** Chief Program Officer

**Classification:** Full Time, Exempt

### **About United Jewish Federation of Tidewater**

The United Jewish Federation of Tidewater (UJFT) provides funding to Jewish agencies, institutions, and programs locally and around the world, as well as fosters a vibrant and engaging Jewish community.

Through its beneficiary agencies, UJFT provides support for Jews in need, Jewish education for children, teens, and adults, care for Jewish elderly and those with special needs, and support for Israel. The Community Relations Council is a committee of the United Jewish Federation of Tidewater.

### **About Community Relations Council**

The Community Relations Council (CRC) of the United Jewish Federation of Tidewater educates the community on issues impacting the rights of Jews locally, in the United States, in Israel, and around the world. The CRC transforms issues into action through the community, public officials and government, the media, and other faith and ethnic communities.

### **Specifically, the CRC**

- Spearheads the development of the public policy agenda and vets and educates on issues and current events to foster understanding and cooperation within the Jewish community;
- Harnesses the power and resources of the Jewish community supporting issues of importance for the Jewish community;
- Advocates at all levels of government for public resources and support for the needs and activities of the Federation and partnership agencies, Israel's safety and security, and other issues of priority concern;
- Builds relationships and mutual understanding with ethnic, racial, faith-based, and civic-groups;
- Promotes through education and action, strong protection and support for Israel and the Jewish people at home and globally.

### **Primary Responsibilities**

The CRC Director is responsible for leading the CRC in implementing its mission and programmatic direction, under the direction of the CRC Chair and lay leadership, reporting to the Chief Program Officer, UJFT CEO and Board of Directors.

### Legislative Affairs

- Establishing and maintaining ties with government officials, elected and appointed, at local, state and federal levels;
- Liaising and undertaking advocacy and public policy work with the Jewish Federation of North American's Washington Office, and the Jewish Council for Public Affairs where aligned;
- Monitoring local, national, and international events for Jewish issues and Israel advocacy, and working with leadership to set policy and mobilize community actions; and
- Organizing voter education and legislative advocacy opportunities for the community.

### Community Relations

- Position the CRC as a convener for the Jewish community's public affairs agenda;
- Foster relationships based on mutual understanding and respect with other communities and groups and build and engage coalitions on areas of common concern and priorities;
- Work with CRC leadership to represent the interests of the Jewish community with religious, non-profit, civic, corporate, political, ethnic, and academic arenas, as well as the media; and

### Miscellaneous

- Ensure that the community is educated on CRC priority issues through UJFT and CRC communication vehicles, social media, local Jewish news, board reports to UJFT and partner agencies, and identified others, as well as other marketing opportunities;
- Work with Campus Security Director and synagogues/agencies as appropriate;
- Write and seek grants and undertake necessary reporting;
- Oversight, reporting, and grant fund research for Be A Reader (BeAR) Literacy Program.

### Personal Skill Sets and Attributes

- In-depth knowledge of topics of interest to the Jewish community, especially Israel.
- Passion towards and commitment to the Jewish community and the State of Israel.
- Strong knowledge and understanding of Jewish life, practices, customs, history, perspectives, and community infrastructure.
- Consensus builder, with proven ability to interact with and form effective relationships with community leaders, donors, and volunteers both within and outside of the Jewish community.
- Ability to set priorities and handle complex tasks; strong organizational skills.
- Ability to work irregular hours, including periodic evenings and weekends as necessary to attend events and programs and/or address issues as they arise.
- Demonstrate initiative, problem solving skills, creativity, analytical skills, and follow-through.

### Community Skills Sets and Attributes

- Respected as an experienced professional and leader, both within and outside the Jewish community.
- Relate well to the broad spectrum of the Jewish community and connect with and engages diverse groups
- Capable of cultivating relationships beyond the Jewish community.
- Capable of effectively representing the Tidewater Jewish community.
- Able to advocate in a congenial, effective, and action-oriented manner.

### Business Skill Sets and Attributes

- Creative and strategic thinker, with demonstrated success in developing and implementing short- and long- term strategic goals, objectives, and measurement tools.
- Experienced in community relations, government relations, and public policy.
- Ability to create and manage organizational/project/program budgets and timelines.
- Demonstrated ability to supervise and manage and motivate professional staff.
- Superior capability in oral and written communications, good listening skills, and strong presentation/public speaking capabilities.
- Work effectively with the media (including a solid understanding of social media).
- Capable of managing competing priorities and pressures.

### **To Apply For This Position**

**Submit cover letter, resume and salary requirements to: [resumes@ujft.org](mailto:resumes@ujft.org)**

**Review of applications will begin immediately, and continue until the position is filled.**

EOE      **federation.jewishva.org**