



# Alabama Holocaust Education Center Executive Director

Birmingham, AL



Keeping the History  
and Lessons of the  
Holocaust Alive

## About the History

The Alabama Holocaust Education Center (AHEC) first organized in 2002 as the Birmingham Holocaust Education Committee, an all-volunteer sub-committee. The initial organizers included community volunteers, educators, and survivors who recognized the need for more Holocaust education in our community. The organization functioned primarily through outreach, and development was driven by the passion and dedication of its volunteers along with tremendous support from the community. Bayer Properties generously provided a home rent free for the organization since its inception.

In 2013, Birmingham Holocaust Education Committee became a 501c-3 and the name changed to the Birmingham Holocaust Education Center. The first paid employees were soon hired.

In December 2021, the organization officially became the Alabama Holocaust Education Center, better reflecting its scope of work and outreach throughout the state of Alabama. The AHEC today extends its educational outreach throughout the state of Alabama.

## Mission Statement

The mission of the Alabama Holocaust Education Center is to educate the people of Alabama about the history and lessons of the Holocaust in order to create a more just and compassionate world that recognizes the dignity, potential, and humanity of every individual.

## Vision Statement

By preserving and sharing the stories of Alabama Holocaust survivors and commemorating the lives of those who perished, the AHEC promotes an ethical response to contemporary instances of antisemitism, bigotry, and indifference.

For more information about the Alabama Holocaust Education Center, please go <https://bhecinfo.org/>.

## Position

The Alabama Holocaust Education Center (AHEC) is seeking an Executive Director. The Executive Director is a key management leader with overall operational responsibility for overseeing the strategic planning, programming, revenue development, and day-to-day administration of the organization. The ideal candidate will require experience in the following areas, including a strong track record in fundraising and resource development, marketing,



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and community outreach, as well as having an understanding of and a passion for providing Holocaust Education. The position reports directly to the Board of Directors.

AHEC has raised almost \$4M towards a capital campaign (forecasted at \$2.1M) and has two endowments: the Birmingham Jewish Foundation and the Community Foundation of Greater Birmingham. AHEC has an annual operating budget of \$650K, a staff of three FTE and three PTE. The state-of-the-art facility is a separate agency, has a 20-year lease and is connected to Temple Emanu-El. It has 8300 square feet of space for administrative offices, archives, library, education room and an exhibit hall.

## Priorities

- Be a strategic visionary for AHEC and implement the programs; ensuring that our programs are maintained and expanded
- Be a strong leader; manage the staff, create an organizational culture, create a strong infrastructure
- Build strong relationships with partners, board and donors
- Lead development efforts including comprehensive marketing and fundraising campaigns
- Be committed to the goal of educating people all ages about the history, lessons, and lessons of the Holocaust

## Responsibilities

### Executive Leadership

- Develops and implements annual and long-range strategic planning related to AHEC's mission and vision
- Effectively communicates with key partners to build awareness both locally and nationally of the AHEC and its mission and vision
- Serves as the AHEC's primary spokesperson for all networking, media, professional, civic and private organizations, other Holocaust organizations, and the public
- Provides visionary leadership, management, and administration of AHEC's operations, providing clear objectives and performance metrics for all approved programming
- Develops overall strategy to market and secure annual and major gifts, including processes and metrics for tracking and monitoring progress and results
- Exhibits strong leadership skills, including teamwork and ability to collaborate with diverse groups to advance the AHEC vision

- Lead and implement the recruitment, training, and on-going professional development of competent and qualified professional personnel, as well as volunteers
- Keeps abreast of legal developments and ensures compliance with state and federal laws as it relates to the administration and objectives of the AHEC

### Board Governance

- Serves as liaison between the Board and the rest of the organization including staff and volunteers
- Works with Board of Directors to Lead and Implement the mission and vision of the AHEC
- Effectively communicates to the Board on all aspects of the AHEC's performance and development of programs and operations

### Financial Performance and Viability

- Effectively fundraise by actively seeking, identifying, and securing new funding opportunities and revenue sources
- Maintain and grow existing diverse funding and revenue sources, including corporate and individual donors
- Create systems, structures, processes, and tools to support effective fund raising.
- Oversee fiscal integrity of the AHEC
- Prepare the proposed annual budget
- Prepare monthly financial statements
- Provide fiscal management and oversight of all accounting processes
- Track and maintain current grant allocations and seek new grant opportunities

### Qualifications and Experiences

- Understands the day-to-day of a non-profit and management with a track record of effectively leading an organization and staff
  - Experience in organizational management with the ability to coach staff
  - Manage and develop high performance teams
  - Set and achieve strategic objectives
  - Develop and manage the budget
- Has experience in board development; improve clarity and relationships around roles and responsibilities between staff/board

- Understands how to be an excellent people manager, supervisor and culture “builder” who will actively work towards reshaping how the team communicates and interacts with one another
- Builds, stewards and diversifies relationships with donors and potential donors; experience and knowledge of donor-based software (Giftworks preferred)
- Believes deeply in the mission; passionate about spreading the stories, content, and education of the Holocaust. Desire to learn more as the role continues
- Understands of change management; ability to be a leader in the community and is able to galvanize excitement
- Communicates in a transparent way; strong written and oral communication skills; ability to engage in difficult conversations
- Builds and maintains effective and trusting relationships with AHEC’s staff; set and advance a positive, success-oriented culture within the organization

This position description is based upon material provided Alabama Holocaust Education Center, an equal opportunity employer.

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Sarah Raful Winston, Principal

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