



**Judaism Your Way**  
Executive Director  
Denver, CO



## Background

Judaism Your Way (JYW) is a 20-year-old Denver-based non-profit organization that embraces anyone looking for Jewish connection. JYW provides a unique Jewish experience through a modern, community-focused approach. No traditional building. No memberships, no dues. Open arms to all who wish to participate. There are many ways to be Jewish and JYW respects and includes them all. JYW creates a welcoming space for (but never limited to): Interfaith couples and families; LGBTQIA+ individuals, couples, and families; Jews and loved ones of color; cultural Jews; spiritual seekers; people whose identity includes Judaism and other traditions.

JYW delivers a range of outreach activities including High Holiday services attended in person by over 2,000 people per service and up to 10,000 total throughout the holidays. Thousands more attend virtually from 41 states and 16 countries. JYW also offers life-cycle events such as weddings, baby rituals, and end-of-life ceremonies; a robust education program focused on Be Mitzvah (coming of age) classes and ceremonies; and a diverse suite of other educational and religious programming.

Judaism Your Way's vision is an "open tent" Jewish Community that is inclusive of, responsive to, and engaged by everyone who seeks a connection to Jewish life. Judaism Your Way's mission is to offer innovative opportunities for all Jews and loved ones seeking meaningful Jewish connection.

For more information, visit: [www.judaismyourway.org](http://www.judaismyourway.org)

## Position

Judaism Your Way seeks a passionate and strategic Executive Director with a successful track record developing, administering, and evaluating high-impact programs; engaging donors and maximizing fundraising efforts; and building impact-driven, sustainable, and growth-oriented organizations. The ideal candidate will have a proven record of proactive change management, taking organizations to the next level of growth and excellence with demonstrable fiscal and systems management skills. They will also have demonstrated success building and leading development programs that significantly increased fundraising. The ideal candidate is the perfect balance of professional and playful, easy-going, and caring. This position reports to the Board of Directors. With a \$1.6 million budget, 5 full-time employees and 8 part-time employees, the new Executive Director will lead this inspired team in its next chapter.

## Responsibilities

- Work closely with the Board of Directors, Rabbinic team, and staff to implement Judaism Your Ways strategic vision, goals, objectives, and policies.

- Provide executive leadership of all programs, services, and activities in fulfillment of Judaism Your Way's mission.
- Maintain effective communication and collaborative relationships with community partners, stakeholders, donors, Board of Directors, and staff.
- Lead the organization's fundraising efforts and deliver on both short- and long-term objectives.
- Oversee budget development and fiscal management.
- Maintain strong and collaborative relationships with other Jewish community organizations.

### **Leadership, Strategy and Operations**

- Inspire and maintain a high-performing team of rabbis and administrative staff through collaborative leadership and mentorship.
- Oversee all operations of the organization, including office management, policy implementation, best practices in human resources, and fiscal responsibility.
- Establish and lead HR processes such as interviewing, hiring, and training new employees; conducting regular performance reviews; developing staff; and monitoring employee retention initiatives.
- Identify and manage use of external resources such as public relations firms, advertising and marketing agencies, project consultants, etc.

### **Financial Management**

- Work with the Board and staff to develop and implement annual operating and endowment budgets that support robust programming.
- Drive growth in the endowment through direct and planned gifts as well as operating surpluses.
- Deliver accurate and timely financial reporting.
- Engage deeply in reviewing and interpreting financial results and closely managing activities to ensure on-budget performance.

### **Contributed and Earned Revenue Generation**

- Oversee the development and implementation of a comprehensive fundraising plan that addresses Judaism Your Way's short- and long-term financial needs.
- Actively engage in all aspects of the development plan including but not limited to creating robust fundraising strategies, cultivating individual and institutional donors, soliciting major gifts, grant writing, engaging as needed with annual fund and appeal strategies, and building endowment and planned giving. Completing the current endowment campaign is a priority for Judaism Your Way.

- Expand national fundraising and grants by developing relationships with foundations.
- Effectively market and grow fee-for-service activities, which account for a significant portion of Judaism Your Way's revenue.
- Establish and manage systems to track fee-for-service prospecting, registration, billing, program delivery, and post-program stewardship.

### Programmatic Excellence and Evaluation

- Supervise staff to create mission-aligned programming that offers innovative opportunities to participate in meaningful Jewish experiences.
- Ensure programmatic and financial success by translating strategic plans into successful activities that meet operational goals.
- Oversee planning, logistics, and implementation of religious, community, educational, and fundraising events, including Judaism Your Way's signature High Holiday services.
- Create and manage program evaluation to improve JYW's effectiveness.
- Manage data system to assess donor and program participation and impact for use in marketing, fundraising, and program assessment and development.

### Marketing, Outreach and Advocacy

- Work with staff and external partners to develop and implement marketing, communications, outreach, and PR plans using multi-faceted approaches including digital, online, print, social media, traditional media, and other channels.
- Communicate effectively to a wide variety of audiences and stakeholders about Judaism Your Way.
- Actively respond to media and partnership opportunities, serving as primary organization spokesperson.
- Advocate for the importance and uniqueness of Judaism Your Way in the Jewish and interfaith communities.
- Develop and maintain relationships with other local and national nonprofits.
- Establish collaborative relationships with individuals and organizations embracing diverse approaches to 21st century Judaism.

### Board of Directors Partnership

- Work effectively with the Board of Directors on all aspects of organizational stewardship.
- Support the Board of Directors in fulfilling its governance responsibilities and implementing board adopted policies.
- Work with the Board of Directors to recruit and orient new board members.

## Qualifications

- A passion for and demonstrated commitment to Judaism Your Ways mission.
- Eagerness to be part of a cutting-edge organization at the forefront of the rapidly evolving world of Jewish outreach.
- A successful track record of significant professional achievement in an innovative, successful environment.
- Extensive experience in fundraising, including building a high-performing fundraising operation that increases the recurrence and predictability of contributions, as well as long-term engagement of both institutional and individual donors.
- Demonstrated success recruiting, retaining, and supporting the professional development of a highly diverse and talented team.
- Exceptional relationship-building skills, with the ability to work with diverse groups.
- Strong financial management skills including budget development and management, oversight of preparation of monthly statements, and delivery of clear historical and forecasting reports.
- Demonstrated success in developing, updating, and implementing both strategic and fundraising plans.
- Successful experience in board management and improving board/staff relationships.
- Ideally, extensive networks in the national Jewish and philanthropic communities.
- Strong communication skills including public speaking, written and verbal communication, and presentation skills.
- Experience developing an active volunteer base is preferred.
- Bachelor's degree or commensurate experience required.

## Working Beyond Traditional Hours

This executive level position will require working beyond traditional office hours including some evening and weekend hours. Additionally, the Executive Director works on some Jewish holidays including Rosh Hashanah, Yom Kippur, and occasionally on Shabbat. As programming evolves, working on additional holidays may be necessary.

## Compensation

The salary for this position is up to \$150,000 commensurate with experience to go along with a generous benefits package currently including up to 17 paid holidays, 3+ weeks of vacation, and a flexible work environment. JYW currently pays 100% of medical, short- and long-term disability, and life insurance for full-time employees.



JYW employees are eligible to participate in a 403b savings plan, including a 1.5% employer match. Additional benefits include a sabbatical policy and working with a dynamic, fun, and supportive group of staff.

This position description is based upon material provided by Judaism Your Way, an equal opportunity employer.

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