



# Program Officer, Exceptional Jewish Leaders and Educators

The Shimon Ben Joseph Foundation  
(Jim Joseph Foundation)

San Francisco, CA

Expected Hiring Range: \$100,000 - \$140,000

## BACKGROUND

### The Organization

Honoring the vision and legacy of its founder, the Jim Joseph Foundation (JJF) is committed to the continued flourishing of the Jewish people and the culture, wisdom, and practices of Jewish life and learning. We affirm that Jewish ideas and Jewish people have a critical role to play in improving the lives of individuals, communities, and the world. We work with grantee partners to help all Jews, their families, and their friends lead connected, meaningful, purpose-filled lives and to make positive contributions to their communities and the world. The Foundation manages over one billion dollars of assets, using all its resources to foster compelling, effective Jewish learning experiences for young Jews in the United States.

With the recognition that dynamic Jewish learning takes place in a multitude of settings and ways, the Foundation has three strategic priorities in which it invests today: powerful Jewish learning experiences; exceptional Jewish leaders and educators; and R&D for the future of Jewish learning.

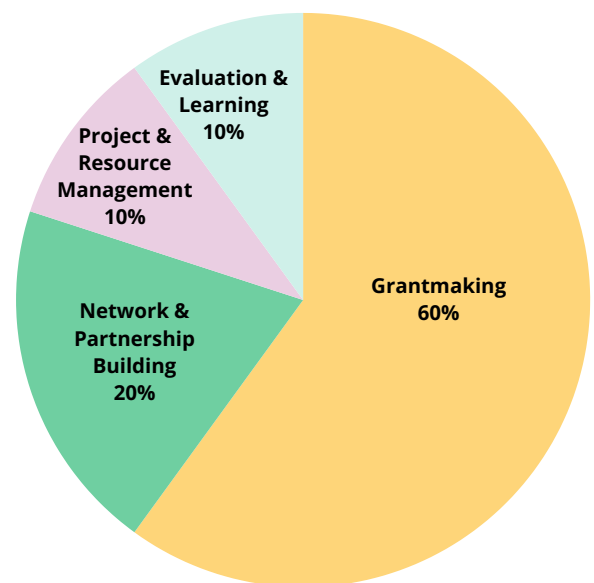
### The Position

This position reports to the Program Officer Exceptional Jewish Leaders and Educators (EJLE) Team Lead. This position, along with the EJLE Team Lead, will play a critical role in shaping the strategy for the Foundation's EJLE portfolio that makes a tangible difference in the lives of thousands of individuals and communities across the United States. This is an opportunity to be at the forefront of investments that train and develop dynamic, pioneering leaders and educators who are attuned to the needs of young people today and into the future.

## ROLE OVERVIEW

### Grantmaking

- Oversee the entire lifecycle of grants ensuring funds are allocated effectively and in-line with organizational goals. Monitor progress on expected outcomes through qualitative and quantitative analysis.
- Build and maintain ongoing relationships with grantee-partners, conduct periodic site visits, and provide recommendations on grant renewals.
- Investigate potential new grant ideas and work with grant seekers to prepare proposal materials that fit within the Foundation's strategic priorities.



### Network & Partnership Building

- Forge philanthropic partnerships and working relationships among foundation colleagues and other funding partners, inside and outside of Jewish philanthropy.
- Build and nurture relationships with community leaders, partner organizations, and stakeholders to identify emerging needs and opportunities for collaboration.
- Present at conferences and convenings; contribute to articles in key journals and blogs.

### Project & Resource Management

- Design and lead internal and external projects to advance the Foundation's grantmaking and non-grantmaking strategies.
- Steward the Foundation's funds responsibly by planning and implementing projects that are within established budgets.
- Contribute to the development of processes and procedures to improve the Foundation's practices.

### Evaluation & Learning

- Participate in supporting research projects and the evaluation of grants and initiatives by working closely with consultants and implementation partners to ensure findings are captured and used to guide and improve the Foundation's work.
- Attend convenings and periodic educational trainings or webinars.
- Engage in ongoing team learning and ensure that learnings from grant implementation are shared with colleagues and grantee partners.

EJLE Team Portfolio Key Facts		
EJLE Portfolio Size	# of EJLE Grantees	Size of Grants
\$25M	40	\$200K - \$2.5M

## THE IDEAL CANDIDATE

The ideal candidate for the Program Officer position possesses the following competencies:

<b>Collaborates</b> Building partnerships and working collaboratively with others to meet shared objectives.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	<b>Decision Quality</b> Making good and timely decisions that keep the organization moving forward.
<b>Action Oriented</b> Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	<b>Interpersonal Savvy</b> Relating openly and comfortably with diverse groups of people.	<b>Manages Complexity</b> Making sense of complex, high quantity, and sometimes contradictory information to solve problems.

### Additional Qualifications

- Bachelor's Degree or relevant experience required; Advanced Degree preferred.
- Good working knowledge of Jewish education (including leadership development for professionals and lay leaders), culture, traditions, and the unique needs of the Jewish community.
- Minimum of three years of experience working in Jewish communal organizations, or equivalent with grantmaking experience, strongly preferred.
- Exceptional quantitative and qualitative analytic and financial skills, including theoretical and data-driven research and analysis. Strong attention to detail.
- Proven experience in embedding DEIB principles into organizational processes and initiatives; strong multi-cultural competence while operating in an environment with a wide range of constituents and communities.
- Effective written and oral communication, including technical or report writing, and engaging presentation skills.
- Excellent organizational skills with the ability to manage priorities and meet deadlines. Project management and operational experience preferred.
- Strong ability to distill complex information to form opinions, develop recommendations, and navigate implementation.
- Proven history of creating effective working relationships with diverse internal and external colleagues.
- Sound professional judgment with objectivity, tact, humility, a reasoned approach to problem solving, and an openness to diverse points of view.
- Ability to travel quarterly at a minimum.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

## WHO WE ARE

### Work Environment

JJF has a hybrid work environment. We heavily value face-to-face time, but also recognize the importance of flexibility. Candidates should be living within commutable distance to San Francisco, or able to move to the SF Bay Area within commutable distance to San Francisco.

### Our Commitment to Diversity, Equity, & Inclusion

JJF is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

The Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## COMPENSATION AND BENEFITS

### Expected Hiring Range

\$100,000 - \$140,000

### Selection of Benefits

- Medical, dental, and vision for employees 100% covered by JJF
- Up to 15 days paid time off (PTO) in Year 1 (allocation increases over time), 16 paid holidays, and 2 paid volunteer days
- Life, short & long-term disability covered at 2/3 to twice the annual salary depending on the plan
- Up to 10% company 401k contribution based on your salary
- Professional Development: \$3K annual allowance and generous team-professional development

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