

Executive Director

Jewish Federation of Northwest Indiana

The Jewish Federation of Northwest Indiana, a non-profit organization based in Munster, Indiana, is seeking qualified candidates for a full-time Executive Director. The Executive Director is responsible for day-to-day Federation operations, reports to the Board of Directors and provides professional support to leadership and members.

Preferred Qualifications and Experiences:

- Minimum Bachelor's Degree
- Experience working for a Jewish non-profit organization
- Experience in fundraising and fiscal responsibility
- Experience working with and supervising employees
- Experience cultivating, energizing and planning with volunteers
- Grant writing experience
- Passion for Jewish community life and Israel
- Demonstrated ability to build close relationships with the community
- Proficiency in Microsoft Office, database programs, social media platforms and website management.
- Flexibility to work evenings and weekends

Position Responsibilities:

General Duties

- Act as spokesperson for the organization
- Execute Board approved policies
- Direct and oversee short- and long-term strategic plans
- Oversee all programming and services
- Oversee all functions of the building including maintenance and security
- Work with the Board of Directors on governance policy issues by providing support and initiating approved recommendations or actions

Administration

- Maintain competent and effective staff
- Oversee office procedures, outlining specific duties and area responsibilities
- Conduct performance evaluations of staff
- Develop and implement operational plans, policies and goals that further the needs of the organization.

Financial

- Maintain financial, statistical and accounting records of the organization
- Ensure the accuracy, integrity and timeliness of all financial accounting and reporting
- Ensure the preparation of the annual budget for Board approval ·
Ensure that all operating expenses are within the budget parameters

Campaign

- Develop with volunteers an annual campaign strategy with timeline and target dates for all campaign tasks, activities and events
- Responsible for overseeing all functions of donor database management
- Oversee timely donor acknowledgment, including thank you letters
- Cultivate and solicit major gift donors for annual campaign
- Implement on-going personal/written/phone contact with major donors and potential donors
- Develop/oversee annual mail solicitation campaign

Who we are:

The Jewish Federation of Northwest Indiana is the cultural center of Jewish life in our region, which includes six Jewish Congregations: a Chabad, a Conservative Synagogue and four Reform Temples spanning 3 counties. The Federation serves the Jewish people, locally, in Israel and throughout the world. We do this through our programming that includes:

- Senior services -2 day/week on premises lunch and programming Home and hospital visits
- Financial assistance and Scholarships
- Kosher Meals on Wheels
- Food Pantry
- Youth services and programming
- Pre-School (ages 2-5)
- Summer Camp for youth
- Educational programs including Israel and Holocaust awareness Coordinate a joint Congregational Religious School
- Jewish Community Relations Council
- Active participation in our Partnership communities of Israel and Hungary

We are housed in a 17,000 square foot, modern community building situated on a 3-acre campus.

Where we are:

The Jewish Federation of Northwest Indiana is in Munster, Indiana, 30 miles from downtown Chicago, with easy access to all that metropolitan Chicago has to offer. Northwest Indiana is a region that represents a cross section of the nation. We have easy access to the arts, outdoor recreation, Lake Michigan, numerous colleges and universities, including Indiana University Northwest,

Purdue Northwest, Calumet College of St. Joseph and Valparaiso University. The Indiana Dunes State Park and the recently designated Indiana Dunes National Park have consistently been voted among the most family friendly and best attractions in the Midwest.

In recent years, migration, primarily from Illinois, has begun to grow the general population as families seek Northwest Indiana's good schools, lower taxes, affordable and attractive housing, good parks and open spaces.

Numerous commercial, retail and residential projects are currently in development. Additionally, the South Shore Railroad, an electric interurban passenger train service between Chicago and South Bend is amid two major expansion projects to enhance access, speed and safety. This convenient transportation service enables many to commute to jobs in Chicago while enjoying Northwest Indiana's more suburban lifestyle.

Salary and Benefits

- \$90,000-\$100,000
- Health and Dental Insurance

Resumes should be emailed to searchcommittee@Federationonline.org

Related information on life in Northwest Indiana

<https://www.in.gov/rda/who-we-are/>

<https://www.cvpa.org/>

<https://www.southshorecva.com/listing/south-shore-arts-norhtwest-indiana-symphony-orchestra/461/>

<http://www.midwestliving.com/tag/Indiana-dunes/>

<https://www.munster.org>