**Position Title:** Founding Director, Norman E. Alexander Center for Jewish Life  
**Program:** Norman E. Alexander Center for Jewish Life  
**Reports to:** Chief Program Officer (CPO)  
**FSLA Classification:** Exempt  
**Location:** Northern Manhattan  
**Salary Range:** $100,000 - $120,000

### ABOUT US
Established in 1917, the YM & YWHA of Washington Heights and Inwood (the “Y”) is a not-for-profit Jewish Community Center that welcomes people of all backgrounds and beliefs. We offer a wide range of educational, recreational, and social service programs to enhance the quality of life of the people we serve. From topnotch early childhood education and youth development programs to innovative senior center services, there’s always something for everyone at the Y!

### POSITION OVERVIEW
It is with great pride that the Y is opening the Norman E. Alexander Center for Jewish Life. Blessed with beautiful landscapes, easy access to public transportation, and a more affordable lifestyle, Upper Manhattan has become the area with the largest demographic growth of Jewish individuals and families in all of NY. The Y’s solid reputation and capacity made it a trusted convener and connector of Jewish organizations in the area. To meet the growing needs and dreams of our community, the Y is seeking its founding Director to co-create and run the Norman E. Alexander Center for Jewish Life (“Center”).

Reporting directly to the Chief Program Officer (CPO), the successful candidate should have a deep commitment to the legitimacy of multiple paths for the exploration and expression of Judaism, and to the power of a diverse and inclusive Jewish community. Given the grassroots efforts that will be required to engage the wider community, the candidate should have strong interpersonal skills, a proven track record of successful outreach efforts with diverse populations, and the ability to represent the organization with professionalism at different forums with community leaders, board members, and donors. Key to the applicant’s success is the ability to translate the needs and desires of our diverse population into impactful Jewish programs and experiences, ensuring high quality and budget-conscious program execution. The successful candidate will have experience managing multiple and often simultaneous projects; building teams with full-time staff, part-time staff, and volunteers; and the ability to direct marketing staff tasked with the branding of the Center.

### ESSENTIAL FUNCTIONS

**Strategic Leadership**
- Develop and oversee the Center’s strategic vision, short and long-term goals, and outputs.
- Serve as a member of the CPO’s Programming Leadership Team as an intermediary between Jewish Life staff and activities, and CPO, providing relevant and timely information.
- Run regular Jewish Life Team meetings and check-ins with direct reports; provide ongoing support to staff.
- Play a key role in building and maintaining a relationship with leadership from local synagogues and key organizations in the area, enabling ongoing presence and visibility of the Center in the broader community.
- Create and guide Jewish Life committees comprised of Y and broader community members.
- Represent the Y in external forums; participate in and promote Y programs outside of one's department.
- Actively support the effort to find additional resources to enhance the quality of programs and services.
- Develop and execute the Center’s branding and marketing strategy with marketing staff’s support.
- Model commitment to the values and goals of the Y and champion and articulate the Y’s culture.
- Strategically enhance Jewish presence in the current Y programs and Y physical facilities.
Program Planning, Implementation, Evaluation, and Continuous Development

- Responsible for planning, running, supervising, evaluating, and enhancing well-planned programs and experiences, ensuring alignment with organizational priorities and community needs.
- Develop and strengthen partnerships with new and existing organizations (local, Israeli, and global) with a focus on local synagogues and organizations in Upper Manhattan.

Compliance and Administration

- Ensure timely compliance and responsiveness to funders, including private donors, UJA, and foundations.
- Complete all system-wide reporting and paperwork requirements in a timely and accurate manner.

Professional Development

- Responsible for the Professional Development of the Jewish Life team members, including ongoing coaching, mentoring, performance feedback, and training opportunities.
- Work with Human Resources to attract, recruit, develop, retain, and perform evaluations of high quality staff.

SUPERVISORY RESPONSIBILITY

- Directly supervise at least one full-time staff member and various part-time staff members.
- Manage an interdepartmental Jewish Life team comprised of Program Directors and Department Heads.

POSITION TYPE / EXPECTED HOURS OF WORK

- Full-time position
- This position will require availability to regularly work on Sundays and ensure presence for Jewish Life programming during evenings and potential Shabbat and/or Jewish holiday activities.
- Able to travel to different sites in New York City (mainly Washington Heights), and maintain a strong physical presence in all programs.

REQUIRED EDUCATION, EXPERIENCE, AND SKILLS

- Master’s degree required, preferably in a field related to Jewish Education (formal or experiential), Jewish Arts and Culture, Non-Profit Management, Organizational Planning and Development, and related fields.
- At least eight (8) years of experience running programs and Jewish experiences, preferably with diverse populations in age, affiliation, and background; with at least four (4) years of proven track record in a supervisory capacity.
- Excellent verbal and written communication skills; able to clearly and appropriately communicate in a variety of settings and styles. Bilingual in English and Hebrew, preferred.
- Proficient in the use of Google Suite, Microsoft Office, and social media.

BENEFITS

- Generous Paid Time Off (PTO) and competitive benefits package: Health Insurance; Retirement Plan; Optional 403b Plan; Life Insurance; Flexible Spending Account; Commuter Benefit Plan; Free Y Fitness Center Membership.

WORK AUTHORIZATION & CLEARANCE

- Documentation of U.S. citizenship or eligibility to work in the U.S.
- Must pass background checks by the Y, Department of Health (DOH), and Department of Education (DOE).

OTHER DUTIES

This job description is not designed to cover a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other functions and responsibilities may change or may be assigned.

To apply for this position, you may send your resume and cover letter to myafe@ywashhts.org

Visit ywashhts.org to know more about the great things that Y is doing for the community.

This position is open to internal and external candidates.