Jewish Leadership Academy Program Director

Reports to: Vice President, Jewish Education and Leadership

Job Description: This full-time position will work with the Vice President, Jewish Education and Leadership to support all activities of Jewish Leadership Academy.

About the Jewish Federation of Greater Hartford:
The Jewish Federation of Greater Hartford shares the Jewish values of repairing the world (tikkun olam), helping those less fortunate (tzedakah) and learning from the wisdom of our tradition (Torah). At the Jewish Federation of Greater Hartford, we work together to create a better life for Jews and their neighbors in need – in 30+ towns across Connecticut, in Israel, and around the world. We do this through our Annual Campaign, volunteer projects, educational programs, social justice advocacy and much more.

Jewish Leadership Academy Roles and Responsibilities
The Jewish Leadership Academy strengthens the skills of our community’s existing leaders and train new leaders, ensuring a pipeline of knowledgeable and collaborative lay volunteers and professionals prepared to lead with vision and excellence in the Greater Hartford Jewish community. JLA’s goal is to inspire, engage, and mentor leaders, to meet the needs of and build a more vibrant, collaborative, and connected Jewish community.

- In collaboration with supervisor, plan and execute Jewish leadership development programming.
- In collaboration with supervisor, plan and execute Jewish education professional development programming.
- Attend and coordinate logistics for JLA events including venue, contracts, food, attendance, etc.
- Enter and maintain participant and program data into SalesForce. Run reports, analyze data, and coordinate with others in the office to enter participant data into Raisers’ Edge or new CRM system.
- Work with the marketing team on all pre- and post-event communications and plans.
- Maintain JLA website and social media outlets.
● Manage program related paperwork and reports.
● Facilitate committee meetings as required.
● Managing volunteer relationships as required.
● Other duties as assigned.

Qualifications:
● Bachelor’s Degree or higher.
● Non-profit management experience preferred.
● Fluency and comfort level with Jewish values.
● Strong organizational and multi-tasking skills.
● Proficiency in Microsoft Office Suite and Sales Force Data Base.
● Strong communication and interpersonal skills capable of maintaining strong relationships.
● Works efficiently under pressure and time constraints.
● Strong time management skills with the ability to meet deadlines.
● Flexibility in work hours. Night and weekend work will be required.

Compensation and Benefits:

● Annual salary range of $50,000-60,000, commensurate with experience.
● Benefits package including generous paid time off including for Jewish holidays, health insurance, 403b retirement plan, early closing for Shabbat.