Executive Director, Hillel at Florida International University  
Job Description

The newly established Hillel at Florida International University is seeking a dynamic leader to become its first fulltime Executive Director. This is an exciting opportunity for a creative individual with an entrepreneurial spirit, flexibility, resilience, passion and energy.

The ideal candidate:
• Is a thoughtful Jewish role model for emerging adults.
• Is an innovative thinker and an entrepreneurial leader.
• Embodies Hillel’s vision of an enduring commitment to Jewish life, learning and Israel.
• Is an exceptional communicator with experience building and maintaining relationships with key stakeholders, including students, board members, staff and community leaders.
• Acts as a hands-on manager, paying diligent attention to the overall well-being of the Hillel and its resources – human, financial and structural.

Applicants should possess:
• At least 5 years of proven progressive achievement in organizational leadership, with a preference for experience related to Hillel or student life.
• A commitment to the Jewish growth of college-aged students with a track record of creativity, inspiration and transformation.
• Experience in areas of financial and organizational management and fundraising.
• Excellent interpersonal, organizational, written and oral communication skills.
• Ability to work extended hours as needed, including some weekends and evenings.
• Master’s degree in related field such as Higher Education Administration, Social Work or Business Administration from an accredited institution (preferred).

Executive Director Responsibilities:

Strategic Vision and Leadership
• Oversee the establishment and growth of a new Hillel serving a major public university.
• Work in partnership with students, board and community and university leaders to frame and advance a new vision for building Jewish life at FIU.
• Partner with Hillel International and the Greater Miami Jewish Federation to ensure that Hillel at FIU remains committed to the global vision of the Hillel movement as well as the goals and priorities of the Greater Miami Jewish community.
• Inspire and manage staff and promote a standard of excellence in executing the shared mission and vision of Hillel.

Student Life
• Engage students at this ethnically diverse university.
• Supervise the Jewish student life staff.
• Ensure that financial resources match the mission and vision to implement new initiatives as well as sustain on-going programs.
• Model an enduring commitment to Jewish Life, learning and a commitment to Israel.
• Ensure that Hillel at FIU remains pluralistic and welcoming to as broad a range of Jewish expression and practice.

Leadership Development
• Work in close partnership with community leaders to advance the efforts of the newly formed Board of Directors.
• In partnership with the Board of Directors, identify and recommend new board members and volunteer leaders.
• Provide the Board of Directors with the information, support and guidance they require to make informed decisions.
• In close coordination with the Board of Directors, develop and implement a strategic approach to financial resource development and management to sustain Hillel’s operations.

Community Partnership
• Ensure that Hillel at FIU is an active participant in the Miami Jewish community.
• Demonstrate leadership in making Hillel a valued partner that enriches student life and the overall campus community.
• Build and sustain relationships with university faculty and administration.

Human, Financial and Structural Resources
• Recruit, hire, train, supervise and inspire staff.
• Ensure that all personnel issues are handled appropriately, accurately and in coordination with Hillel International.
• Oversee fund development activities including actively soliciting and stewarding major gifts and overseeing direct marketing efforts.
• Review regularly the annual budget and monthly financial statements, with relevant staff and volunteer leadership, to ensure alignment of vision with resources and planning.

Benefits and Compensation:
• Competitive salary in the non-profit marketplace based on experience.
• A comprehensive benefits package, including health insurance, Group Supplemental Retirement Annuity (GSRA), pension plan, life insurance, Long Term Disability (LTD), Flexible Spending Plan, generous vacation/sick time, and parental leave.
• Great professional development, coaching, mentoring, and skill building opportunities.
• Periodic travel domestically and abroad.

About Hillel at Florida International University:
Florida International University is an urban, public, multi-campus research university serving South Florida, the state, the nation, and the international community. FIU is listed as the 15th largest university in the nation and there are currently an estimated 54,000 students on the FIU campuses. It is estimated that student enrollment will continue to increase in the next decades to reach over 60,000. With an estimated 3,500 Jewish students, FIU ranks #17 among public universities in the size of the Jewish student population (based on Reform Judaism Magazine).

In spite of its size, and the size of the Jewish student population, FIU has never had a full-time Hillel presence. Thus, the new executive will have the remarkable opportunity to work with
student and Jewish community leaders to create and build a new Jewish student community and new approaches to building Jewish life on this exciting campus.

FIU Hillel is affiliated with Hillel International. Hillel International enriches the lives of Jewish students so that they may enrich the Jewish people and the world, and envisions a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel.

FIU’s main campus is located in south west Miami. The FIU Biscayne Bay campus is located in North Miami Beach. Miami is a vibrant and exciting city with a thriving and diverse Jewish community. The Jewish community provides a broad array of religious, educational, social and communal resources.

To Apply:
Visit www.hilleljobs.com for application instructions. For questions, please contact jobs@hillel.org.

PLEASE NOTE: Applicants should include a cover letter and resume in one document when applying for this position. Please upload this document as a Word or PDF file. When you upload the document, the system will create an unformatted version of your resume as a snapshot in your application. The formatted version of your resume will also be attached to your application, and will be used during the hiring process.