Kevah
Job Announcement
August 4, 2016

Kevah is seeking a dynamic, forward-thinking Executive Director who will strengthen and scale our successful Jewish learning nonprofit. With a mission to empower individuals and organizations to build Jewish learning communities, Kevah pursues its goals through Kevah Groups and its Teaching Fellowship Program.

Founded around a Berkeley kitchen table in 2008, Kevah is a pluralistic network of Torah study groups. From two original groups in the San Francisco Bay Area, Kevah has expanded to a network of more than 1,000 participants throughout the greater Bay Area, and in Denver/Boulder and Boston. Kevah identifies, trains and supports outstanding Jewish educators, develops and shares curricular resources, and provides ongoing support to learning groups from coast to coast.

POSITION OVERVIEW
Reporting to the Board of Directors, the Executive Director (ED) will be deeply committed to Kevah’s mission and an enthusiastic change agent. The Executive Director will collaborate with the Kevah Board to develop and implement a strategic plan, and will formulate practical and achievable steps designed for organizational sustainability and growth.

As the executive leader of Kevah in the extended community, the ED will actively cultivate mission compliant collaborations while enhancing relationships with all stakeholders, including foundation officers, individual donors, business and spiritual leaders, prominent Jewish educators, and others. Working closely with the Board, the ED will maximize opportunities for diverse sources of revenue including, but not limited to major donor cultivation, grants, planned giving and fee for service programs, etc.

The Executive Director will demonstrate a passion for Jewish life and learning, as well as the capacity to be a respected and articulate spokesperson in a pluralistic and diverse Jewish community. An experienced supervisor, the Executive Director will provide direction to a full-time staff of 10 dedicated individuals.

RESPONSIBILITIES

Leadership

• Collaborate with the Board to clarify Kevah’s vision, strengthen governance, policies and procedures and build revenue models that position Kevah as a leading and innovative Jewish learning organization and valued community asset.
• Working with the Board, develop, operationalize and implement a strategic plan, goals and objectives that could include a national expansion of programs.
• Act as chief spokesperson, representing Kevah with strategic partners and stakeholders, inspiring and motivating a network of dedicated supporters to promote and fulfill the vision for Kevah to be the national model for adult Jewish learning.
• Actively engage and energize Kevah’s board members, committees, volunteers, alumni, partnering organizations, and funders.
• Develop and implement planning and evaluation processes to assess the impact of programs, board and staff.
• Maintain a working knowledge of significant developments and trends in adult and Jewish education and teacher training.
Programs/Advocacy

• Ensure ongoing programmatic excellence and rigorous program evaluations; as needed, develop effective systems to scale programs and track progress.
• Supervise program operations to ensure quality and to maximize opportunities for collaboration and growth through engaged participation.
• Collaborate with Kevah Board, staff, faculty and existing partners to explore partnership opportunities with other educational institutions, religious organizations and nonprofits, and ensure visibility of Kevah locally, statewide and nationally.
• Build partnerships in new markets, establishing relationships with area funders and community leaders.
• Design and plan for program expansion, including strategic business planning process for expansion into new markets.

Fundraising & Communication

• Work with the Board to foster reliable sources of income that sustain the organization.
• Collaborate with the Board to create, execute, and track a comprehensive strategic fundraising plan to include revenue from multiple sources such as foundation grants, individual philanthropic giving, business partners, etc., to ensure a diverse base of support.
• Expand revenue generating activities to support existing program operations and potential geographic expansion, and build cash reserves that support operating expenses during times of revenue fluctuations.
• Enhance revenue from contributions and program fees by formulating, executing and targeting outreach, advocacy, marketing and branding strategies.
• Facilitate positive and effective working relationships ensuring outstanding internal communication among and between the Board, staff, faculty, volunteers, and with stakeholders.
• Continue to deepen and refine all aspects of communications, including web presence, digital marketing and communication strategies with the goal of creating a stronger brand and enhance Kevah’s reputation.

Fiscal/Operational Management

• Ensure consistent quality of finance, business operations and administration, human resources and systems, including recommending timelines and resources needed to achieve the strategic goals and ensure a healthy work environment.
• Provide oversight to ensure accurate financial reporting systems; develop and monitor annual budget; and provide timely and accurate financial reports to the Board.
• Analyze financial information and trends, and provide recommendations for updates as necessary and appropriate to remain current with financial reporting requirements.
• Regularly assess and refine the organization’s structure and staffing to maximize effectiveness, quality of services, and appropriate operational capacity.
• Lead, coach, develop and retain Kevah’s high-performing senior management team, and motivate and inspire all Kevah staff, faculty and volunteers.
• Ensure that programs, operations, and professional image are supported by sufficient technological systems and business infrastructure.
• Maintain official records and documents, and ensure compliance with relevant legal and fiscal practices (federal, state and local regulations) of a non-profit corporation.
• Prepare for year-end closing and audits as necessary and manage all day-to-day operations including facilities management.

Board Governance

• Provide leadership and resources to the Board to clarify the organization’s vision and to develop an achievable strategic plan.
• Present timely and accurate written reports to the Board regarding the status of agreed upon objectives, finances, staffing, programs, and other relevant issues at regularly scheduled meetings.
• Collaborate with the Board to implement by-laws, policies and procedures, governance structure, strategy and planning for continued board recruitment and development, and training in governance best practices.
• Support the Board to develop and maintain a strong Board of Directors: serve as ex-officio member of Board committees, seek and build board involvement with strategic direction for ongoing operations and for a potential national rollout.

QUALIFICATIONS

• Passion for Kevah’s mission and programs. Familiarity with classical Jewish texts and Jewish communal life and enthusiasm for building a pluralistic Jewish community based on Jewish learning.
• Demonstrated success in strategic planning united with resource management.
• Proven track record of effectively leading and scaling a performance- and outcomes-based organization and staff. Unwavering commitment to quality programs and data-driven program evaluation.
• Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
• Proven experience developing and implementing a comprehensive fund development program, including identification, cultivation, solicitation and stewardship of donors, foundations, corporate sponsors, and government support. Experience overseeing grant acquisition and management.
• Excellence in supervising and motivating a high-performance team of Board, staff, faculty and volunteers.
• Ability to collaborate effectively with a board, including support of cultivation, training and development, and best practices in board governance and leadership.
• Proven success in cultivating, recruiting, building and maintaining effective relationships with diverse stakeholders.
• Demonstrated experience in financial and organizational management. Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
• Bachelor’s degree plus at least five years of strategic management experience in business and/or the non-profit sector. Graduate degree/MBA preferred.
• Passion, grit, idealism, integrity, positive attitude, mission-driven, and self-directed.
• Strong written and verbal communication skills; excellent interpersonal and multidisciplinary project skills.
• Solid computer skills, including Microsoft Office Suite, CRM, and capacity to quickly master new systems.
• Some local and national travel required.

SALARY

Compensation will be commensurate with experience. This is a full-time exempt position.

The right person will find the position as Executive Director with Kevah a unique opportunity to innovate and grow an organization. This search is being conducted by the Center for Volunteer & Nonprofit Leadership’s Executive Search & Transition Services. To be considered as an applicant:

• Email PDF Resume and Cover Letter in confidence to: cvnlssearch@cvnl.org
• Include in the Subject line: “Kevah ED Search”

*Applications without a cover letter will not be considered; documents must be submitted online.

Kevah is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.