Hillel at Temple University
Executive Director Job Description

The Opportunity
Hillel at Temple University The Edward H. Rosen Center for Jewish Life is seeking an
innovative Jewish educator and leader to be its next Executive Director. As Executive
Director, this individual will inspire students, staff, board leaders, and funders with a vision
of a Hillel community that challenges and empowers students to explore their Judaism,
build Jewish community, and appreciate Israel as an integral part of their identities. He or
she will think entrepreneurially, act collaboratively, and manage a complex organization to
its success.

Needed Skills, Characteristics, and Experience
To succeed, the next Executive Director of Hillel at Temple will need to understand both the
educational mission of Hillel and its application in the context of the Temple campus
environment. He or she will need strong communication skills and a welcoming
personality; be capable of presenting the case for Hillel in diverse settings; and be a leader
who can bring together staff, student leaders, and institutional partners such as Federation,
the University, and others to create innovative ways for engaging students in the substance
of Jewish life and community building. The Executive Director should come to the job with
the managerial experience needed to assure that Hillel’s finances, business operations,
building, and human resources are utilized efficiently and effectively. Importantly, the
Executive Director will have the skills and personality to be actively engaged in raising
funds and cultivating donors on behalf of Hillel.

It is expected that candidates for the job will demonstrate a commitment to Jewish life and
community in their personal lives, and will have a graduate degree or equivalent
professional experience, experience working with this age cohort, and at least three years
experienceworking in a managerial capacity.

Rewards and Benefits
The Executive Director of Hillel at Temple will have the pleasure of working with intelligent,
responsive students at a highly regarded university located in a dynamic city that is a “fun”
place to be. He or she will have the opportunity to lead a successful Hillel staff team, be
supported by the community of Hillel colleagues and volunteer leaders who comprise Hillel
of Greater Philadelphia, and be presented with great professional development, mentoring,
and skill building opportunities. Material benefits include a competitive salary, medical
benefits, pension plan, generous vacation and sick time, substitute days off for Jewish
holidays spent on campus, paid parental leave, and the opportunity to travel to Israel and
other exciting destinations.

Responsibilities of the Executive Director
The Executive Director assures Hillel’s success at Temple University by:
• Envisioning and creating an inspiring Jewish life at the University, in partnership with
staff, student leaders, and the Hillel at Temple Board of Overseers;
• Passionately communicating Hillel’s Mission, Vision, and Values in support of the goals
of Jewish self-authorship, student ownership of their communities, and student
engagement as foundational to Hillel’s work with students;
• Cultivating relationships with alumni, parents, the community, and institutional
partners to build a sustainable financial base for Hillel at Temple in concert with the
HGP Institutional Advancement Department;
- Soliciting funds for Hillel at Temple and stewarding Hillel donors;
- Managing Hillel at Temple’s financial and business administration in concert with HGP’s Office of Financial Management;
- Providing for proper supervision and management of Hillel at Temple staff;
- Developing relationships with University faculty, administrators and staff to heighten Hillel’s visibility and presence at the University; and
- Being available for students and student programs according to a schedule that fits their needs.

The Executive Director is a member of the Hillel of Greater Philadelphia senior management team and reports to HGP’s Chief Executive Officer.

Hillel at Temple University

Hillel at Temple University is at the center of a dynamic urban university in one of the most exciting cities in North America. The University’s undergraduate program has completed its transition to a residential campus with 12,000 undergraduate students living on or near its main campus. Its academic reputation is strong and growing and it attracts students of excellence from nearly all fifty states. The Jewish undergraduate population is estimated to be about 1500 students, of whom 850+ are now engaged through Hillel. Temple graduate and professional schools – most notable the schools of dentistry, law, medicine, and business - are especially strong and have active Jewish student communities.

Philadelphia is a great place to live, work, and play. It is easy and affordable to get here and live here. Conveniently located in the Northeast United States, the second-most populous city in the East is just 90 minutes from New York City and two hours from Washington, D.C., by train. The New York Times has jumped on the Philly bandwagon, naming the City of Brotherly Love #3 of 52 Places To Go in 2015. To find out more about Philadelphia as a livable, culturally rich city with a strong young professional population, please visit http://www.visitphilly.com and http://campusphilly.org/about-us.

Hillel at Temple is housed in a beautiful new facility and is one of the University’s most active student organizations. It boasts a staff of 4 FTE educators (including an Israel Fellow) and a development officer and is supported by a lay-led Board of Overseers. It is a Campus Hillel of Hillel of Greater Philadelphia (“HGP”), which encompasses 15 campuses in the Philadelphia area, maintains a staff of 26 and has an overall budget of $3.5 million. HGP provides Hillel at Temple with all its “back office” support (financial management, fundraising support, HR management), support for Israel and graduate student programs, and a peer community of talented professionals. HGP is affiliated with Hillel International and a partner agency of the Jewish Federation of Greater Philadelphia. 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.

To Apply
Applications must be submitted online by visiting www.hilleljobs.com and uploading your cover letter and resume in a single document.

PLEASE NOTE: Please upload this document as a Word or .pdf file. The system will create an unformatted version of your resume as a snapshot in your application; the formatted version will be attached to the application for use during the application process.