Executive Director, Hillel at the University of Washington

Hillel at the University of Washington is looking for a new Executive Director who knows how to sustain and grow a community of excellence, who will lead us forward as we fine tune and engage in our Mission. We are seeking a candidate who can establish and maintain relationships with everyone on campus from an incoming freshman to the President of the University, as well as cultivate donors, engage young adults, and work with community leaders and a broad spectrum of organizations.

Hillel UW (that’s “Hillel you dub” by the way) is a standout university Hillel with a strong campus program as well as an even larger, award-winning program (“Jconnect”) for young adults (ages 21-35) in the community. Both programs are very successful by any measure but still have room for growth, and we are looking for someone to foster that growth while sustaining all the good things that have made us successful to this point.

We want someone great at:

- Building and sustaining a vision. You must be able to see the trees AND the forest, and prioritize when one needs to be more important than the other.
- Engaging and inspiring others, including students, Jconnectors, staff, donors and volunteer leaders, in an exciting vision for Jewish life on campus and in the Greater Seattle area.
- Cheering on your team, and helping them to grow in their professional lives. We have a great staff – part of your job is to mentor them while keeping them happy and productive.
- Finding creative ideas and solutions, and helping those ideas come to fruition. That may mean raising the capital and finding the stakeholders who can make those ideas a reality.
- Supporting innovation and risk, as well as learning from failures.
- Embracing diversity.
- Ensuring Hillel UW and the larger campus remain a safe place for collaboration or collegial debate on Israel, free from anti-Semitism and hateful diatribe.

What you’ll bring to the job:

- 6+ years of professional work experience, at least 3 in a senior management position with demonstrated leadership ability and responsibilities covering human resources, budget planning, and financial operations. Strong administrative skills and knowledge of basic finance are preferred. Past roles working in a Jewish organization are a plus, as are strategic planning, development/fundraising or other types of work where you manage multiple stakeholders.
- Excellent communication skills. The ability to act as the Public Face of Hillel UW. Experience in PR is a bonus.
• A team-oriented approach, a strong work ethic, a feeling of ease running the ship, a sense of humor, an ability to take risks and learn from challenges.
• Innovation and collaboration into all aspects of planning and implementation.
• Flexibility, resilience, passion and energy.
• A commitment and desire to nurture and support staff, helping them to grow personally and professionally.
• You’re comfortable with your Jewish self, and accepting of diversity within Judaism.

As an Executive Director, a typical day may include:

• Coffee with a few students you met at the last Husky game or Super Bowl party.
• Visiting a donor to share the results of a new initiative they helped to fund.
• Meeting with the chair of Hillel’s board of directors and a team of students to talk about the quarter’s big partnership program with Greek Life on campus.
• Coaching students working to defeat a BDS proposal in the Student Senate.
• Participating in the weekly “Teen Feed” event as part of our award-winning Social Justice program.
• Reading the Megillah at Jconnect’s Purim Party.
• Meeting some of the 500+ community members attending Passover lunch

What you’ll own and how you’ll grow:

**Strategic Planning, Vision and Leadership**

• Develop, articulate and promote a dynamic and innovative vision for Jewish life in partnership with all stakeholders, including students, staff, Jconnectors, faculty, Board of Directors, alumni, parents, and Hillel’s Schusterman International Center. Ensure that resources match the mission and vision in implementing new initiatives and sustaining ongoing programs.
• Partner with staff and students to create pluralistic, inclusive, innovative Jewish education and programming on campus, engaging with and encouraging students and Jconnectors to develop meaningful and enduring commitment to Jewish life, learning and Israel.
• Ensure that multiple points of entry to and involvement in Jewish life thrive.
• Work with the Board of Directors to implement the strategic vision for Hillel UW.
• Partnering with Hillel: The Foundation for Jewish Campus Life to ensure that Hillel UW incubates initiatives and remains committed to the global vision of the Hillel movement.

**Financial Resource Development and Management**

• In close coordination with the Board of Directors, develop and implement financial resource development and management to sustain Hillel UW’s operations. Identify and recommend new board members and volunteer leadership.
• Work in partnership with our Development Director to expand development activities, including major gifts cultivation, planned giving efforts, and face-to-face solicitation. Manage application to and stewardship of foundations for grant support.
• Direct the fiscal operation of Hillel through budget planning and management processes. In conjunction with the Finance Committee, develop the annual budget of approximately $1,200,000. Oversee regular financial reviews and the submission of the IRS 990.
• Oversee the preparation of budget presentations and reports for the Board of Directors and various funders.

**Supervision and Human Resource Management**
• Work with the Board’s HR committee to develop and implement the strategic framework for effective HR practices, structures, and systems, including annual goal setting and midyear and year end performance evaluations.
• Oversee the supervision and ongoing professional development of the full- and part-time Hillel staff and student interns.
• Provide opportunities for professional training, growth and education, including attendance at appropriate Hillel and Jewish conferences and training opportunities.

**Communications and Marketing**
• Provide leadership in marketing, public relations and promotional activities as appropriate.
• Build and maintain strong relationships with students, Jconnectors, community members, the University, parents, alumni, and donors.

**Campus and Community Relations**
• Manage strategic relationships with the University of Washington, so that Hillel UW is an indispensable partner of the University.
• Represent the Jewish community on campus and work cooperatively with appropriate departments and faculty to strengthen Jewish campus life.
• Advocate on behalf of Jewish students and Jewish interests, and utilize appropriate organizational resources in the Jewish community.

What you’ll get out of it:

• Hillel offers 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.
• Competitive salary in the non-profit marketplace. The range for this position is $90,000 - $110,000, depending on experience.
• Great professional development, mentoring, and skill building opportunities
• Travel regionally and abroad, particularly to Israel
• Unlimited paid coffee dates with students
• Free leftovers from the on-site Kosher catering kitchen
• Flexible work hours
• Views of Mt Rainer (when it’s not raining or cloudy).
• Almost as many Facebook friends as Macklemore.
What we’re about:

Hillel UW is a catalyst toward a meaningful Jewish life for 18-35 year olds through vibrant communities and innovative experiences.

We provide a safe and nurturing place for young adults to do, explore, and be Jewish. That could be in the Karen Mayers Gamoran Family Center for Jewish Life building, on a trail in the Cascade Mountains, in a classroom on the campus itself, or on a service trip to Argentina or New Orleans.

Each academic year, 600-700 of the approximately 2000 Jewish undergraduates at UW participate in events at Hillel. Hillel UW sends one or two bus-loads per year to Taglit-Birthright Israel. Unique to Hillel UW is our award-winning Jconnect program for Jewish young adults (ages 21-35) in our community. Jconnect currently serves about 2000 individuals out of an estimated population of 11,000, averaging 10-15 programs per month. During the academic year our Friday evening services often attract over 100 participants. High Holidays bring 400-500 people into our building with two simultaneous services.

Hillel UW has a full-time on-site counselor/therapist, providing much-needed, low-cost service to students, young adults, and the community. The need for such a service still exceeds our capacity.

Hillel UW operates out of the 24,000 sq. ft. Karen Mayers Gamoran Family Center for Jewish Life building, located on a tree-lined street two blocks from the University of Washington campus. A fully-equipped kosher kitchen run by a catering contractor provides food for Hillel events and also caters to the local community. The building boasts a small workout facility and showers, event spaces which can be rented out, and a café. The main hall can seat 180+ for a sit-down meal, around 400 for services.

Hillel UW is affiliated with Hillel International, which welcomes students of all backgrounds and fosters an enduring commitment to Jewish life, learning, and Israel.

About the University of Washington:

The great outdoors defines the UW. The campus blends Gothic architecture and the lush, green landscape of the Pacific Northwest while offering breathtaking views of Lake Washington and the Olympic Mountains. The campus is only 15 minutes away from downtown Seattle, and Canada is close enough for road trips to Vancouver. The weather is consistently temperate, and natives insist that the city's reputation for rain is undeserved. Then again, the sports stadium has an overhang to protect spectators from showers.

The UW has been the number one public university in federal research funding since 1974, with a great combination of high-powered academics, an excellent social life, and a wide variety of courses. The UW is the state's flagship institution of higher learning.

About Jewish Seattle:
It rains often here, but not as much as you might think and lightly enough that only tourists use umbrellas! It’s very green, and if you like the great outdoors, being in Seattle provides you with access to all sorts of fun activities -- you are only a short drive to the mountains to ski, a bike ride away from wonderful trails and waterfront, and a walk away from a number of fabulous coffee shops. The stereotypes are true, we drink a lot of coffee... and craft beer. Everyone recycles and wears Keens. With socks. We love our sports teams, and hope you will too! We were Super Bowl XLVIII champions and are still mourning XLIX, and have a fabulous baseball and soccer team. Don’t ask about men’s basketball -- that one still hurts -- but our women’s team has won two WNBA championships which more than makes up for it.

Besides that, you should know that this is a very vibrant Jewish community. We do everything together -- debate, celebrate, and support one another.

To Apply:

Visit www.hilleljobs.com to apply. Please contact jobs@hillel.org with questions.

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.

Links:
http://www.hilleluw.org
http://www.jconnectseattle.org/
http://hillel.org/college-guide/list/record/university-of-washington
http://hillel.org/college-guide/list/record/seattle-university
http://www.jewishinseattle.org/community-study/community-study-full-report