Director, Experiential Jewish Education Alumni Network
Job Posting

Background
Supported by the Jim Joseph Foundation, the Experiential Jewish Education Alumni Network is a new collaborative network for the graduates of the experiential Jewish education programs at Hebrew Union College-Jewish Institute of Religion, the Jewish Theological Seminary and Yeshiva University.

Launching in mid 2015, the network will provide graduates of these institutions with ongoing enrichment, engagement, and continuing learning opportunities, both online and in person.

The network is currently seeking an excellent and highly experienced individual to serve as the inaugural director of the initiative.

Supervision Received and Exercised
The Director will report to the Network’s Steering Committee, comprised of representatives from HUC-JIR, YU and JTS. As the Network grows, the Director may receive administrative assistance.

Essential Duties and Responsibilities
The responsibilities of the Director will include:

• Taking overall responsibility for the network gatherings including crafting (together with the Steering Committee and alumni committee) the structure and content of the gatherings, implementing the programming, and evaluating each gathering;
• Initiating programming ideas from graduates of the relevant programs and ensuring their quality implementation, in part by locating, inviting, and guiding the most appropriate teachers and facilitators, from inside and outside the institutions
• Weaving relationships with and among program graduates in order to build a robust network of experiential educators across diverse settings
• Developing and managing the alumni committee to take increasing levels of responsibility for the network
• Overseeing and coordinating the tangible products of the network: documentation, articles, blog posts, results of collaborative projects and research
• Guiding the development of communities of practice either directly or by supervising facilitators
• Managing the ongoing budget and financial administration including liaison with the accounting and financial administration staff in the three institutions
• Coordinating and managing logistics for all programming
• Overseeing development and implementation of publicity and managing the alumni recruitment process (together with the institutional representatives) for all events and gatherings
• Developing the means by which the Network’s effectiveness can be assessed and ensuring that this evaluation is conducted
• Building partnerships with relevant Jewish organizations
• Managing the alumni database and all relevant information data
• Participating in and supporting both planning and development efforts to explore and encourage the sustainability of the Network beyond the initial three-year grant.

Minimum Qualifications

• At least 5 (and preferably 10) years of experience in a related field.
• MA degree (or higher) in Jewish Education or a related field.
• Demonstrated understanding of the theories and practices of experiential education.

The location of the position is flexible, although proximity to the three partner institutions (in New York City) is helpful. Salary and benefits commensurate with experience.

Interested candidates should send a cover letter and resume to Lora Zygman at lzygman@huc.edu.