



The Jewish Community Center has an opening for a **Nishmah Director** to join our team. This full time, exempt position is primarily located at our Creve Coeur location. Full time employees at the J receive a benefits package which includes medical, dental, life, and long term disability insurances, paid vacation, sick and holiday time, pension, 403b and membership and program discounts.

Nishmah, the St Louis Jewish Women's Project, engages, inspires, and supports girls and women through educational, spiritual, and social programming. Nishmah creates and runs programming which builds bridges throughout the Jewish community, provides services which allow existing organizations to strengthen and develop their women's programming and leadership, and serves as a community resource for Jewish women's interests.

Responsibilities

- Plan, coordinate and implement on-going programs of Jewish learning focusing on Women and Girls in coordination and collaboration with Ruth & Harold Sher Center of Jewish Life and other JCC Jewish cultural programming. Such as: Nishmah Salon Series, We Are Listening Series, etc. Continue to develop programming and outreach opportunities to further the mission of Nishmah in the community.
- Plan, coordinate and implement Nishmah's major annual events. In past years has included The Passover Journey, Shushan Nights, and Women's Shabbat Retreats. Above program responsibilities to include: working with lay committee, program development, public relations & marketing, budget & financial accountability, recruitment & registration.
- Fundraising & Development in coordination with JCC Development department, to include: relationship building & donor cultivation, program specific fundraising (i.e. Sharsheret, Women's Shabbat Retreat, Passover Journey, It's a Girl Thing!), annual gifts to operating budget, *Women of the Well* fundraising campaign, and foundation research and grant writing.
- Serve as a community resource and educator, consulting on issues of women, girls, and Jewish life. This includes partnership programming and fee for service program development to synagogues and agencies such as Jewish Federation and Hillel.
- Hiring and supervision of Nishmah program staff, to include: Banot Program Coordinator, Sharsheret Supports Coordinator, *Rosh Hodesh: It's a Girl Thing!* Group Leaders, *Salon Series* facilitators, and others as required.
- Work directly with Nishmah Committee and other Nishmah lay leadership. To include: bi-monthly full committee meetings, relationship building with committee chairs and sub-chairs (personal meetings), development sub-committee meetings, and

programming sub- committee (and other sub-committees that emerge from programming)

- Responsible for planning, managing and oversight of Nishmah budget including P & L monthly statements and strategic year to year budget planning.
- Partner with internal JCC departments as appropriate, i.e. Marketing, Development, Human Resources, Accounting, SRA, etc.
- Other duties as assigned by supervisor.

Qualifications:

- BS/BA in Jewish Studies, Religion, Social Work, Education or other related field. Masters degree preferred.
- 5-10 years prior experience coordinating events, developing Jewish education/Jewish communal programs, marketing and working with lay committees is strongly desired.
- Experience in grant writing, fundraising, donor cultivation, solicitations, and other financial resource development tasks are required.
- General understanding of budgets and managing projects to budgetary guidelines is required.
- Supervisory experience preferred.
- Excellent written and verbal communication skills.
- Prior experience working with volunteers or volunteer organizations.
- Demonstrated ability to manage projects from conception to completion.
- Must be a team player who is able to work across departments.
- Demonstrated ability to perform community outreach.
- Able to handle shifting priorities.

For additional information about the J and Nishmah, please see our website, www.jccstl.org

To apply, please submit your cover letter, resume and completed J application to careers@jccstl.org . Please be sure to indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E Verify program.