



The Jewish Community Center has an opening for a Director of Nishmah to join our team. This full-time position primarily works out of our Creve Coeur location. The work schedule is typically Monday- Friday but candidate must be available to work on weekends as needed to support the department's events.

Full time staff at the J are eligible for our benefits package which includes: medical, dental, life, ad&d, and long-term disability insurances, voluntary insurance options, paid vacation, sick and holiday time, company paid pension and 403b for retirement, dependent care flexible spending account, health savings account, complimentary membership at the J and program discounts. We have onsite fitness, aquatics, early childhood education centers and adult day center (Creve Coeur only), complimentary parking, and much more at our multi-faceted facilities.

Summary

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, implement and supervise on-going programs of Jewish learning and community engagement in coordination and collaboration with Ruth & Harold Sher Center of Jewish Life and other JCC Jewish cultural programming. Such as: Nishmah Salon Series, St. Louis Mikvah Project, Nerot: Young Women of Nishmah, Banot Board, Rosh Hodesh: It's a Girl Thing!, Sharsheret Supports St. Louis, 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, 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!* and *It's a Guy 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, Cultural Arts, Jewish Life, 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.

To learn more about the J, please see our website: www.jcctl.org

To apply for this position, please submit your cover letter and resume to careers@jcctl.org . Please be certain to place the name of the position you are applying for, "Director of Nishmah", in the subject line of your email. The J's 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.