



SHALOM HARTMAN INSTITUTE **מכון** OF NORTH AMERICA **שלום הרטמן**

City Manager/Director - SHI North America, San Francisco Bay Area

Mission and Philosophy

The Shalom Hartman Institute is a pluralistic center of research and education deepening and elevating the quality of Jewish life in Israel and North America. Through our work we are redefining the conversation about Judaism in modernity, religious pluralism, Israeli democracy, Israel and world Jewry, and the relationship with other faith communities.

The Shalom Hartman Institute of North America (SHI NA) enriches the resources, vision, and commitment of the leaders and change agents who shape the future of Jewish life in North America and set the agendas of its educational, religious, and community institutions. Through cutting-edge ideas and transformative educational programs, the Institute is shaping a future for North American Jewry of intellectual renaissance and renewed inspiration.

Position

SHI North America has an exciting new opportunity for a dynamic, motivated, experienced, creative and organized professional to represent The Shalom Hartman Institute in the San Francisco Bay Area. This person will lead and grow the Institute's presence in the Bay Area through managing existing and building new strategic partnerships with institutions and individuals. This professional will cultivate a deep understanding of the needs of each of SHI NA's Bay Area partners as well as a thorough grasp of the programmatic and consultative resources SHI NA offers in order to establish sophisticated and relevant ongoing partnerships. Key responsibilities include strategic relationship management, creative program development and implementation, donor relationships and fundraising administration, information management, public presence and collaboration with colleagues in Southern California and New York to coordinate and manage SHI NA's national presence. This person is a key member of a national team to implement the overall plan for SHI North America.

Responsibilities

Strategic Partnership Development:

- Identify, build, and manage relationships with individual and institutional strategic partners for the purposes of business development, fundraising and to establish and maintain an ongoing and meaningful presence for SHI NA in the Bay Area.
- Collaborate with partners to identify areas of shared interest and key challenges related to contemporary Jewish life – issues such as peoplehood, leadership, and Israel – to creatively deploy SHI NA's thought leadership and programmatic resources to catalyze, deepen and inform these conversations.

Program Leadership:

- Develop and manage SHI NA's Bay Area programs including lectures, series, community-wide events, parlor meetings, etc. Manage relationships with partners, faculty coordination, logistics, materials, budget management, marketing, evaluation, and internal communications.
- Identify new partners for ongoing collaboration, capitalize on new opportunities, and shepherd institutional relationships towards program growth and deepening relationships with SHI NA.
- Participate in program design to shape content and maximize educational experience.
- Capitalize on existing relationships and network of partnerships to ensure growth and relevance of program offerings consistent with the SHI NA strategic plan.
- Create effective evaluation processes to ensure desired outputs and outcomes.
- Direct local marketing strategy including identification of key media partners, assistance with written materials and maximizing social media.

Operations:

- Oversee resource management, administration and support team for city operations including communications with SHI NA and SHI Israel staff and budget oversight.
- Participate in SHI NA strategy sessions, program/development processes and meetings.

Fundraising:

- Serve as fundraising partner to lay and professional leadership for implementing development strategy including cultivating and soliciting individual gifts and foundation grants.
- Cultivate relationships with SHI NA Board members and a local steering committee of lay and professional stakeholders in SHI to achieve local buy-in for SHI's presence.
- Serve as local contact for foundations; sustain existing foundation relationships, identify new RFPs and other funding opportunities.
- Identify potential new donors and activate solicitation plans for current and potential donors, under supervision and within the development strategy of SHI NA leadership.
- Manage local fundraising events from design through implementation.

Qualifications: The ideal candidate will bring 7-10 years work experience within successful organizations and have demonstrated ability in project management, administration, relationship management, fundraising, business writing, strategic planning and working well in a fast-paced environment. S/he should also possess a deep knowledge of the San Francisco Bay Area's Jewish community and excitement about how SHI NA's thought leadership can enrich Bay Area Jewish communal life. S/he should bring an independent spirit, professionalism, resourcefulness, and be able to work with multiple external and internal partners and report across a cross-continental framework collaboratively and diplomatically. S/he should have the ability to manage and prioritize among many different responsibilities as part of a constantly evolving operation and should have strong technology skills, verbal and written communication skills, exceptional attention to detail, and effective time-management. The candidate should also be confident in articulating support and energy for the work of the Hartman Institute, with an eagerness to learn. The position requires local travel and also travel to New York and Israel as needed.

To Apply: Please send a CV and cover letter to mary@shalomhartman.org. No phone calls please.

We thank you for your interest in career opportunities with The Shalom Hartman Institute. Due to high volume, only those candidates selected for an interview will be contacted. Candidates who will be interviewed can expect a response within 3 weeks.