



# SHALOM HARTMAN מכון INSTITUTE שלום הרטמן

**Director of Programs  
The Shalom Hartman Institute of North America**

## **Mission and Philosophy**

The Shalom Hartman Institute is a leading center of Jewish thought and education, serving Israel and North America. Our mission is to strengthen Jewish peoplehood, identity and pluralism and ensure that Judaism is a compelling force for good in the 21st century.

## **Position**

SHI North America (SHI NA) has a unique opportunity for an analytic, creative, and motivated professional to lead the process of designing and implementing SHI NA's annual calendar of educational activities in partnership with a growing national team of program directors. SHI NA conducts close to one thousand seminars and classes each academic year, and the Director of Programs will be responsible for designing the annual calendar of programs and initiatives to reflect the educational goals of the Institute, and for ensuring that programs are implemented with excellence. This is a role for a fast-paced and resourceful team player – someone who is both analytic and relational, detail-oriented and able to see the big picture. Based in our New York office, the ideal candidate will be able to work collaboratively with colleagues across North America and in Israel, and will possess a strong understanding of and commitment to SHI's mission.

## **Responsibilities**

- Oversee annual program design process, as well as manage ongoing iteration toward meeting SHI's educational goals;
- Produce a dynamic annual calendar of educational programs and initiatives;
- Liaise with faculty and program partners to meet the strategic educational vision of SHI NA;
- Serve as a consultant for program staff in the design of their programs;
- Regularly assess programs and promote excellence in implementation– including overseeing evaluation, scheduling, communication with faculty; and leading the program operations team toward smooth and planful program execution.

## **Qualifications**

### **Experience and Knowledge**

- Experience with conceiving of and developing educational programs.
- Superior track record with program planning and execution, including creating and managing timelines and work plans; sourcing vendors; managing speakers/faculty; and team management.

- Strong track record developing and cultivating individual and institutional partnerships.
- Familiarity with the North American Jewish communal landscape and institutions.
- Ability to delegate to and supervise others appropriately.
- Track record of demonstrating sound judgment by making appropriate decisions, knowing when to take initiative in identifying problems and devising solutions and when to ask for help.

#### Education Level and Abilities

- Excellent communication skills.
- Flexible work style with the ability to work under tight deadlines and with shifting priorities.
- Exceptionally organized and detail-oriented; able to manage multiple complex tasks.
- Inquisitiveness and an openness to learning, including new software and technologies.
- Proficient in Microsoft Office applications, including a proven ability using Excel.
- Fiscal acumen.
- BA / BS or equivalent; advanced degree preferred.
- Ability to travel occasionally and to staff evening and weekend programs
- Proficiency with Salesforce or a similar CRM system a plus.
- Good sense of humor.

**Salary range and benefits:** \$100,000 - \$130,000, commensurate with experience. Very competitive benefits package.

#### To apply

Please send a resume and cover letter to [jobs@shalomhartman.org](mailto:jobs@shalomhartman.org). The cover letter should include descriptions of positions with relevant experience, and demonstration of successful expertise in the core demands of the position. No phone calls please.

We thank you for your interest in career opportunities with The Shalom Hartman Institute. Due to anticipated high volume, only those candidates selected for an interview will be contacted. Candidates who will be interviewed can expect a response within 3-4 weeks.