



Program Director, Bay Area

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 an exciting opportunity for a dynamic, motivated, experienced, creative, and organized professional to represent the Institute.

The Program Director, Bay Area will play a primary role in the Institute's programmatic work primarily in the San Francisco Bay Area, Seattle, and other proximate cities. This professional will cultivate a deep understanding of the needs of SHI NA's partners and target audiences as well as a thorough grasp of the programmatic and consultative resources SHI NA offers in order to establish sophisticated and relevant ongoing partnerships and programs. Key responsibilities include strategic relationship management; creative program development, internal management and administration; public representation; and collaboration with colleagues to coordinate and manage SHI NA's local presence. This position requires someone who is an excellent communicator, strong on follow-through, detail-oriented, and a quick learner. The ideal candidate for this position will also have a commitment to SHI's mission, will be someone who can take initiative in identifying problems and devising solutions, and must have strong interpersonal skills to help implement those solutions with good judgment, discretion, and tact. This individual will work closely with the entire West Coast program and development team, and national team.

Responsibilities and Duties

The primary responsibilities of the position include:

- Stewarding existing relationships with individuals and institutions and cultivating new partnerships.
- Designing, planning, and executing programs. Design work includes developing program

strategy, format and content to creatively deploy SHI NA's thought leadership and programmatic resources. Planning and execution work includes managing faculty preparation, and overseeing travel, budget, venue and catering, and materials, with administrative support.

- Serving as a local face of SHI NA and guiding local marketing / branding strategy in partnership with the larger SHI NA teams.
- Learning the local community/communities in service of program planning and partnerships. Learning includes identifying key institutions, areas of interest and key challenges related to contemporary Jewish life, particularly those related to key Hartman research areas including Jewish peoplehood, leadership, civics, gender equality and Israel.

Qualifications

Experience and Knowledge

- Strong track record developing and cultivating individual and institutional partnerships and relationships including donor relationships
- Demonstrated experience with and a superior track record with event planning and execution including creating and managing timelines and work plans; sourcing, negotiating with and managing vendors including caterers; day-of team management
- Experience with conceiving of and developing educational programs
- Familiarity with the Bay Area Jewish communal landscape and institutions

Specific Skills and Personal Characteristics

- Excellent written and oral communication skills; outstanding interpersonal abilities including a customer-service oriented and highly professional demeanor
- Exceptionally organized and detail-oriented; able to manage multiple complex tasks
- Proven ability to thrive in a dynamic, high-energy environment
- Track record of demonstrating sound judgment by making appropriate decisions and knowing when to take initiative in identifying problems and devising solutions
- Capable of working independently as well as collaboratively
- Flexible work style with the ability to work under tight deadlines and with shifting priorities
- Inquisitiveness and an openness to learning, including new software and technologies
- Proficient in Microsoft Office applications including a proven ability using Excel
- Good sense of humor

Abilities

- Ability to travel frequently around the Bay Area, the Pacific Northwest and to New York and Israel at times
- Ability to staff evening and weekend programs

Education Level

- MA or higher

Salary range and benefits: \$110,000 - \$140,000, commensurate with experience. Very competitive benefits package.

To apply:

Please send a resume and cover letter to 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.