

Position Title: Associate Regional Director for the Capital and South Region  
Reports to: Regional Director for the Capital Region and the South  
Start Date: February 1, 2017  
Location: Washington, DC

Do you want to work at the intersection of American politics and Middle East policy?  
Does a rapidly expanding organization that is changing the way people think and talk about Israel and US policy in the Middle East interest you?

J Street seeks an individual with excellent communication, grassroots organizing and fundraising skills to join a dynamic team in Washington, D.C. as the Associate Regional Director for the Capital Region and the South. S/He will be actively engaged in the organization's work to shift the advocacy, political and Jewish communal dynamics that surround Israel.

The Associate Regional Director should be a skilled communicator, highly organized self-starter who is comfortable working in a team environment and has the ability to manage multiple projects simultaneously. The ideal ARD has experience in political campaigns and/or advocacy work, proven fundraising ability and a commitment to advancing a pro-Israel, pro-peace agenda in Congress.

### **Responsibilities**

The Associate Regional Director (ARD) for the Capital Region and South will be a key member of a team working to change how Members of Congress think about US policy in the Middle East and the way local Jewish communities relate to Israel.

S/He will work closely with the Regional Team to develop the advocacy infrastructure to influence Members of Congress, develop lay leaders into skilled advocates, raise funds from both prospects and current donors as well as and cultivate local political strength.

The ARD is responsible for helping to execute a regional plan to accomplish several goals. Goals include: organizing advocacy efforts for regional Member offices at professional, grassroots and grassroots levels, political outreach to federal candidates (including endorsement process and fundraising), hitting fundraising annual goals and working to change the conversation in the Jewish community around Israel.

**Specific responsibilities include:**

- Building and maintaining a strong political advocacy structure in the region;
- Mapping out supporter base in region and identifying areas of growth;
- Helping to build and maintain relationships with regional Members of Congress, campaigns of endorsed candidates;
- Working closely with the Regional Director to manage existing donor relationships;
- Researching and cultivating prospective donors;
- Communicating regularly with J Street supporters;
- Planning and implementing high impact donor and prospect events in the region;
- Working with the regional team to ensure strong representation in regional political and Jewish communal public forums.

**Desired Skills and Characteristics****Successful candidates must have:**

- A strong commitment to J Street's mission;
- Superb communications skills – verbal and written;
- Strong organizational skills: able to prioritize multiple tasks as well as reconcile competing priorities;
- Eager to work both independently and collaboratively in a fast-paced, team-oriented, and goal-driven environment;
- Positive and proactive approach to working with donors and other supporters, ability to troubleshoot/ problem-solve; conscientious, intentional, trustworthy and dependable
- Personally engaging and eager to work with leaders and staff, able to build and cultivate relationships with a broad range of activists, leaders, and community contacts;
- Comfortable working with top level donors, Jewish communal and civic leaders;

**Ideal candidates will also possess:**

- A minimum of 3 years working in development, advocacy or for a political organization or campaign
- Experience managing fundraising events;
- Successful track record of researching and soliciting prospective donors
- Ability to create data tracking systems for donors and advocacy campaigns
- Experience working with members of Congress, congressional/campaign staff or candidates running for office
- Comfort with technology, online communications, and database management;

### **Compensation and Hours**

Salary for this position will be commensurate with skills and experience. Duties may fluctuate based on J Street event and staff travel schedules. Benefits include paid vacation and sick leave, paid time off on federal and Jewish holidays, health and dental insurance, company paid life insurance, 401k and flexible spending account.

### **To Apply for the Position**

This position is available February 1st. Applications will be accepted on a rolling basis until position is filled. Interested candidates should submit by e-mail: 1) A cover letter that explains why you are interested and qualified; 2) A resume; and 3) A list of three references to resumes@jstreet.org with “Associate Regional Director for the Capital Region and South” in the subject line.

### **Organization**

J Street is the political home for pro-Israel, pro-peace Americans working for the future of Israel as the democratic homeland of the Jewish people. The organization believes that preserving Israel’s Jewish and democratic character depends on achieving a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Launched in 2008 with four staff members and a limited budget, J Street is now a \$8 million organization with a national staff of 70. The organization is headquartered in Washington, DC, and employs staff in Boston, Chicago, Denver, Los Angeles, New York, San Francisco Bay Area, and Tel Aviv.

J Street focuses its work in three main areas: (1) Advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media and the Jewish community; (2) Endorsing and raising money for federal candidates who share J Street’s agenda; and (3) Educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

The J Street family of organizations is comprised of: J Street, a 501(c)(4 ) organization and registered lobby that seeks to complement the work of existing organizations and individuals that share J Street’s agenda through lobbying and advocacy efforts.

JStreetPAC, the largest pro-Israel political action committee in the US and the first PAC formed to endorse and raise money for federal candidates who champion pro-Israel, pro-peace policies, including a two-state solution. In 2016, JStreetPAC distributed a

record high of \$3.6 million to 124 endorsed candidates.

The J Street Education Fund (JSEF), a legally independent 501(c)(3) organization that works to open up the conversation on Israel in the American Jewish community, educate Americans and elected officials about the urgent need for a two-state solution and organize Americans in support of active US leadership to achieve this objective. JSEF's operations include its national field, J Street U, rabbinic and educational programs.