



**Position:** New England Associate Regional Director

**Reports to:** New England Regional Director

**Location:** Boston

### **Position**

Do you want to work at the intersection of politics, Middle East policy, the Jewish community and fundraising? Are you interested in joining a rapidly expanding organization that is changing the way people think and talk about Israel and U.S. Middle East policy?

J Street seeks an experienced professional to help J Street expand its political and communal footprint in New England. The ideal candidate will have a background in fundraising as well as politics and/or the Jewish community. S/He will be responsible for collaboratively creating and executing a plan that grows the organization's leadership ranks, raises operating and political funds and advances the pro-Israel, pro-peace agenda in the American policy and Jewish communal arenas. This position is an outstanding opportunity for a talented, motivated individual to join an organization whose influence and reach are growing enormously year-to-year.

The ARD should be skilled communicator, and highly organized self-starter who thrives on hitting ambitious goals and is excited by the challenge of changing the dynamics that shape discussion of the Israeli-Palestinian conflict in Congress, American politics and the American Jewish community.

### **Responsibilities**

The ARD is part of a dynamic team reshaping the political landscape in New England. S/He will cultivate strong relationships with lay leaders, partnering with them to accomplish J Street's goals. Specific responsibilities of this position can include:

### Development:

- Work with the Regional Director to create a development strategy with achievable objectives and plans to meet or exceed long-term fundraising goals;
- Cultivate and manage relationships with existing regional donors, with an eye on maintaining and increasing their financial support for J Street as well as identify new sources of funding;
- Plan and implement high-impact donor and prospect events in the region that both raise new funds and expand J Street's network of leaders.

### Political:

- Engage in the political sphere throughout the region, with a focus on key Senate and House races.
- Advise donors and leaders in the region on political giving and manage relationships with campaigns of endorsed candidates to coordinate political fundraising;

### Advocacy:

- Create and support structures through leadership recruitment, training, and cultivation to effectively advocate at the grass-tops level on issues relating to Israel and the Middle East.

### Community Relations:

- Ensure that J Street and its leaders are engaging with the established leaders of the Jewish community locally, attempting both to enlist allies in advocacy to advance pro-Israel, pro-peace positions and to open up the dialogue in the Jewish community on Israel.

### Leadership Growth:

- Identify, develop and empower leaders in key cities in the region who will drive J Street's mission. This includes building and facilitating relationships between J Street and key community contacts, including rabbis, communal and political influentials, donors and activists.

## **Required and Desired Skills and Characteristics**

Applicants should have a demonstrated track record in the following required skills:

- A strong commitment to J Street's mission, including:
  - support for a secure, Jewish and democratic future for Israel, and
  - advocating an active U.S. leadership role to help achieve a two-state solution
- Personally engaging and eager to work with leaders and staff, able to build and cultivate relationships with a broad range of community contacts
- Highly organized, detail oriented, able to prioritize multiple tasks, manage projects, meet deadlines and work independently as well as in a team
- Experience in community or political organizing
- Ability to clearly communicate J Street's positions and policies as well as superb communication skills at large – written and verbal
- An outgoing and positive attitude
- Comfort with technology and online communications
- Willingness to travel regionally and holding a valid driver's license

Additional desired qualifications include:

- Background in fundraising and development work, making financial asks and organizing fundraising events
- Familiarity with New England
- Prior work in the Jewish community a plus, but not required
- Event management experience
- Comfort with data management
- Background on the Israeli-Palestinian conflict and understanding how the conflict plays out in American politics

### **More about J Street**

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 and a limited budget, J Street is now a \$9 million organization with a national staff of more than 60. The organization is

headquartered in Washington, DC, employing staff in eight cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver 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.

### **Compensation and Hours**

Salary for this full-time position will be commensurate with qualifications and experience. Hours and 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** Interested candidates should submit by **e-mail**: 1) cover letter that explains why you are interested and qualified; 2) resume; and 3) list of three references to [resumes@jstreet.org](mailto:resumes@jstreet.org) and indicate "New England Associate Regional Director" in the subject line.

*J Street is an Equal Opportunity Employer.*