



**Position:** Regional Assistant, Midwest  
**Reports to:** Regional Director, Midwest  
**Location:** Chicago, IL  
**Start date:** Immediately

### **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 a highly organized self-starter who thrives on hitting ambitious goals to help J Street expand its political and communal footprint in the Midwest. The Regional Assistant is someone who 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.

The Regional Assistant (RA) will be a key partner in 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 help support regional development and leadership efforts for an organization whose influence and reach are growing enormously year to year.

### **Responsibilities**

The Regional Assistant is part of a dynamic team reshaping the political landscape in the Midwest. The RA will manage regional data, identify and research prospective leadership and help cultivate strong relationships with existing lay leaders, partnering with them to accomplish J Street's goals. Specific responsibilities of this position 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;
- Research and identify new financial prospects of \$1000 and greater;
- Map out base of support and identify areas of growth;
- 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:

- Manage relationships with campaigns of endorsed candidates to reach political fundraising goals;
- Engage in the political sphere throughout the region, with a focus on key Senate and House races.

#### Advocacy:

- Play a supporting role in building and maintaining a strong political advocacy structure in the region to effectively advocate at the grass-tops level on issues relating to Israel and the Middle East.

#### Community Relations:

- Work with the regional team to ensure strong local representation in political and communal public forums.

#### Leadership Growth:

- Keep and maintain regional data so it is accurate and current;
- Identify prospective leaders in Chicago and other key cities in the region who will drive J Street's mission;
- Perform other duties in support of the Midwest region and national efforts as needed.

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

Applicants should have 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
- Highly organized, detail oriented, able to prioritize multiple tasks, meet deadlines and work independently as well as in a team
- Ability to clearly communicate J Street's positions and policies as well as superb communication skills at large – written and verbal
- Comfort with technology, data management and online communications
- A savvy approach to politics, including an understanding of how to generate influence with Members of Congress and candidates for federal office
- Experience in community or political organizing (including campus organizing)
- An outgoing and positive attitude
- Willingness to travel regionally and holding a valid driver's license

Additional desired qualifications include:

- Background in fundraising and development work
- Personally engaging and eager to work with leaders and staff, able to build and cultivate relationships with a broad range of community contacts

- Familiarity with Chicago and/or other Midwest states and their congressional delegations.
- Prior work in the Jewish community
- Event planning experience
- Background on the Israeli-Palestinian conflict and understanding of 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 8 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, entry-level 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 "Midwest Regional Assistant" in the subject line.

*J Street is an Equal Opportunity Employer.*