



**Position:** Assistant or Associate Regional Director for Northern California and Colorado  
**Reports to:** Northwest Regional Director  
**Start date:** January 2, 2019 (or earlier if possible)  
**Location:** Can be based in Denver or San Francisco Bay Area

### **Position**

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

J Street seeks an experienced professional to help expand our political and communal footprint in Colorado and Northern California. The Assistant or Associate Regional Director (ARD) should be an effective political organizer with some experience fundraising, a skilled communicator, and a 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 will be part of a dynamic team reshaping the political landscape in the Northwest with a specific focus on Colorado and Northern California. Responsibilities of this position include:

#### **Development:**

- Work with the Regional Director to create a regional development strategy with achievable objectives and plans to meet or exceed long-term fundraising goals;
- Cultivating and managing relationships with existing small dollar donors, with an eye on maintaining and increasing their financial support for J Street as well as identifying new sources of small donor funding;

#### **Political:**

- Advising donors and leaders in the region on political giving strategies;
- Managing relationships with campaigns of endorsed candidates to coordinate political fundraising including planning and executing fundraising events.

#### **Advocacy:**

- Recruiting, training, and cultivating leadership to effectively advocate to elected officials at the grassroots level on issues relating to Israel and the Middle East.

#### Community Relations:

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

#### Leadership Growth:

- Identifying, recruiting, developing and empowering leaders in key cities in the region who will drive J Street's mission. That includes building and facilitating relationships between J Street and key community contacts, including rabbis, communal and political influentials, donors and activists;
- Keeping and maintaining leadership data so it is accurate and current;
- Performing other duties in support of the NW region and national efforts as needed.

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

Applicants should have 4 plus years of experience and 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;
- A personally engaging work style and eagerness to work with leaders and staff,
- An ability to build and cultivate relationships with a broad ranges of community contacts;
- Highly organized and detail-oriented with an ability to prioritize multiple tasks, meet deadlines and work independently as well as in team;
- 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;
- The 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 fundraising events;

- Familiarity with Colorado and/or Northern California and their congressional delegations;
- 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 of how the conflict plays out in American politics.

## **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 and a limited budget, J Street is now a \$7 million organization with a national staff of more than 50. The organization is headquartered in Washington, DC, employing staff in 8 cities including Boston, Chicago, Los Angeles, New York, San Francisco, Seattle and Tel Aviv. The New York office is the largest regional office, housing both regional and national staff.

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 U.S. 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 2012, JStreetPAC distributed a record high of \$1.8 million to 71 endorsed candidates which led to 70 electoral victories.

**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 U.S. leadership to achieve this objective. JSEF's operations include its national field, J Street U, rabbinic and educational programs.

The J Street national field program launched in February 2010 to amplify and organize around J Street's mission at the community level and to build our national political

movement through local action and outreach. The field team currently includes 11 staff led by the Director of Regional Strategy and Operations.

### **Compensation and Hours**

Salary and title 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 "Northwest ARD" in the subject line.

*J Street is an Equal Opportunity Employer.*