

Job Description
Community Response Director
Jewish Federation of Northern New Jersey

Department: Executive
Reports To: Chief Executive Officer
Status: Full-time Exempt Position
Location: Northern New Jersey

Background info:

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey area, in Israel, and around the world. Its primary functions are community planning and allocations, financial resource development, and leadership development.

Position Summary:

The Community Response Director (“CRD”) is responsible for convening the Jewish community organizations that provide services in the local Jewish community as defined by the Federation’s catchment area (currently Bergen and Hudson counties, and Wayne). In the current Coronavirus climate, it is vital that the community understands the full scope of impact from the current situation as well as the needs of the community (current and projected). The CRD position requires a creative individual who has demonstrated excellent community development and communication skills as well as an understanding of the not for profit sector and collaboration opportunities. The position requires someone who is familiar with Federation’s catchment area and has shown commitment to developing community resiliency, as well as crisis and post-crisis planning.

Responsibilities:

- Map/list all Jewish organizations providing services to the local community.
- Develop and distribute a comprehensive needs assessment for the purpose of managing a communal response and identifying areas for future collaborations and opportunities.
- Assess data and information in order to provide directions and ideas.
- Serve as a resource to local organizations to help articulate common needs and advocate for viable funding to implement solutions.
- Build relationships within the Jewish community as well as foster a connection to Federation’s resources with the non-Jewish community where appropriate.
- Create buy in from the Jewish community delivering essential services locally.
- Lead plans and solutions that minimize duplication of efforts and resources and, in consultation with Federation, identify external resources.
- Communicate with leaders of the local Jewish organizations.
- Communicate with colleagues, supervisors, members of the public, and community members.
- Manage and guide processes (not just facilitate and convene them).

Qualifications:

- A master’s degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field, and one year of satisfactory full-time professional experience in one or a combination of the following: emergency



management, fire, police, military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or

- A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed.

Additional Skills and Requirements:

- Strong public speaking skills and the ability to facilitate meetings.
- Superior written and verbal communication skills.
- Experience working with a diverse Jewish community.
- Capacity to prioritize and manage multiple projects simultaneously.
- Experience cultivating, engaging, and managing partnerships with multiple stakeholders to achieve outcome.
- Familiarity with not for profits and their ability to deliver services.
- Experience leading projects or processes during times of crisis or abnormal operations.
- Knowledge of local Jewish community a plus.
- Flexibility to work evenings and some Sundays.