

Executive Director Job Posting:

Executive Director Position Summary:

The Executive Director is responsible for growing the impact and sustainability of the Drisha Institute for Jewish Education and serving as a strategic thought partner for the Dean. The ED leads fund development and promotion of Drisha's brand of Jewish education throughout the English-speaking world. They must be a leader and manager who is adept at balancing internal management with external impact and visibility. The ED must be an outstanding communicator who is able to convey effectively the mission and activities of Drisha to stakeholders - alumni, potential students, friends, and institutional partners of Drisha - and successfully engage those constituencies.

The ED must work effectively in partnership with staff, board, donors, Jewish leaders, Jewish organizations, and the community at large to further the goals and objectives of Drisha. The ED is charged with enhancing the engagement and participation of the Board of Directors. The ED leads the implementation of Drisha's vision and strategic direction, manages the organization's day-to-day activities and operations, while ensuring a sustainable future for the organization. Passion for Jewish learning that is both serious and accessible is essential. The ED reports to the Dean of Drisha.

About Drisha:

For over 40 years, Drisha has been at the forefront of cultivating advanced Torah learning that is robust and engaged. Drisha continues to pioneer opportunities in women's learning. Its High School Program for Girls offers an unparalleled intensive engagement with Torah, setting its thirty years of alumnae on a path of lifelong learning. Two years ago, Drisha launched Yeshivat Drisha in Rosh Tzurim, a full time, intensive setting for women to study Torah at the highest levels. The Drisha Kollel and other programs have served as places where Jews of all stripes and backgrounds come together over learning, bringing their full selves to the text in a spirit of truthful seeking of the Torah's message. Drisha regularly offers high-level classes to the community at large, for many years situated in the Upper West Side of New York. Pivoting along with the global transition to Zoom in recent months, Drisha has embraced the opportunity to spread high-level Torah on virtual platforms across the world.

To Apply:

Qualified applicants will submit an application to careers@drisha.org, including a resume and cover letter.

Applications will be reviewed on a rolling basis.

Full Description of Duties and Responsibilities

Reports to:

Dean

Fund Development

- Develop and implement a fundraising strategy that will ensure a vibrant, sustainable future for Drisha
- Support all aspects of Drisha's fundraising activities including: annual campaign, foundation grants, individual/family giving, young donors, legacy giving, special projects and any other development efforts
- Strengthen and build a board that will oversee and support Drisha's operations
- Cultivate and retain new Drisha donors
- Nurture existing relationships with foundation funders and work to develop new ones
- Prepare grant proposals and reports for individuals and foundations, in collaboration with Dean and staff/faculty

Board Relations and Development

- Respond to the identified needs of the Board of Directors, with a focus on enhancing the Directors' personal involvement in fund development
- Cultivate and maintain a strong working relationship with the Board
- Work in partnership with the Board and Dean to design and implement the policies, priorities and strategic direction of Drisha
- Widen the network of Jewish community organizational leadership including the development of Board and volunteer recruitment strategies

Strategic and Organizational Leadership

- Provide leadership and direction to all Drisha operations in the US, under the oversight of the Dean
- Lead and support to staff to ensure that programmatic and operational needs are met and to encourage employee job satisfaction and growth of skills and talents
- Ensure robust and clear communication between educational and operational staff
- Prioritize and respond to opportunities and demands
- Implement policies, procedures, goals and objectives
- Develop and manage staff work plans and schedules
- Build strategic relationships with other Jewish organizations to partner with Drisha

Operational and Financial Oversight

- Maintain necessary levels of general liability, property, and other types of insurance for the organization. Manage organization's risk management concerns. Evaluate terms, premiums, and contracts to ensure that the organization's best interests are served.
- Maintain an efficient and secure business document retention policy (record keeping)
- Oversee organization's IT needs and network requirements, and ensure smooth running of all computer systems.

- Coordinate, design and implement financial reporting systems, including financial statement preparation and annual audit. Review internal financial reports monthly.
- Maintain an accurate record-keeping system and system of internal controls. Prepare and manage the organization's annual budget in collaboration with the Dean.

Communications and Marketing

- Learn the community and key constituencies of Drisha's alumni and friends
- Maintain, update, and expand Drisha's strong brand
- Lead the development and execution of a high-quality strategic communications plan to reach Drisha's friends and the broader community, including print, web and social media to foster communication, build bridges, and create deeper understanding of Drisha programs

Community Relations + Engagement

- Strengthen current relationships and build new ones within the Jewish community and among Jewish organizations
- Strengthen current relationships and build new ones with various groups in the Jewish community and beyond to support the goals of Drisha
- Develop strong relationships on behalf of Drisha with regional, national and global agencies involved in Jewish community services and Israel advocacy

Program Services

- Maximize the effectiveness and success of all Drisha programs, including but not limited to the Drisha High School Program, Kollel, regular programming throughout the year, and special programs.
- Support educational programming staff as necessary for implementation and promotion of educational programs.
- Provide supplementary support for Yeshivat Drisha as necessary. (Yeshivat Drisha has its own staff that does the majority of the work, but at times draws upon the institutional connections of the US Drisha office).

Qualifications:

The ideal candidate will have:

- A Bachelor's degree; a Master's degree or other advanced degree is preferred; the preferred candidate will have spent time in an advanced Torah learning environment, at minimum.
- A minimum of 5 years leadership experience in for-profit or non-profit leadership position(s) with a demonstrated track record of success
- Appreciation for the potency of serious Torah learning and its integrality to thriving Jewish life
- Passion for Drisha's mission and goals
- The following conscientious qualities: hard worker, driven to achieve goals, responsible, buck-stops-here person
- Ability to work well with others

- A broad understanding of and experience with the communities Drisha reaches and the broader Jewish community
- Experience in fund development
- Experience with word processing and spreadsheet software, some knowledge of bookkeeping software, and a working knowledge of database and CRM software

Salary Range:

75,000-100,000

To Apply:

Qualified applicants will submit an application to careers@drisha.org, including a resume and cover letter.

Applications will be reviewed on a rolling basis.