

Community Relations Manager

Summary

The Jewish Federation of Greater Ann Arbor is seeking a creative, dynamic collaborator to join its energetic team as **Community Relations Manager**. This is a full-time in-person position. Jewish Federation employees work in person at the Jewish Federation office based at the Jewish Community Center of Greater Ann Arbor on Monday, Tuesday & Thursday. Remote work is an option on Wednesdays & Fridays.

This position plays an integral role in the advancement of the Jewish Federation's mission with a focus on addressing antisemitism and strengthening civic engagement. The position is part of the Jewish Federation of North America's Frontline program and will include participation in specialized training and cohort-related programs.

This position requires passion for our mission, enthusiasm, understanding of government affairs, antisemitism and current issues in the Jewish community, excellent organizational abilities, sensitivity, good humor, and a goal-focused outlook. We seek a team member with exceptional interpersonal communication abilities and the ability to successfully nurture mutually beneficial relationships.

The Jewish Federation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Background

The mission of the Jewish Federation of Greater Ann Arbor is to unite and strengthen our Jewish community to shape a vibrant, resilient future. Together, we build a flourishing Jewish community that is welcoming & inclusive, educated & engaged, safe & secure, caring, active and connected to our local community, Israel and Jews worldwide.

The most recent annual community campaign raised \$1.8 million, and the community's endowment stands at just over \$14 million.

The greater Ann Arbor Jewish community has a population of about 20,000 representing about 11,000 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally

exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

Position Overview

Reporting to the Community Relations Director and working in close partnership with volunteer leadership, the Community Relations Manager focuses on addressing the rise of antisemitism through community education, broad civic engagement and interaction with local educational institutions.

Principal Duties and Responsibilities

In close collaboration with the Community Relations Director and in partnership with the Jewish Federation team, and Community Relations Committee members, the Community Relations Manager will take a lead role in strategizing, visioning and implementing initiatives to address antisemitism and bolster civic engagement. This person will:

Addressing Antisemitism

- Implement programming to educate both the Jewish community and the broader community to proactively confront and combat antisemitism
- Support community antisemitism crisis management and prevention efforts
- Serve as a resource to, and initial line of defense for, families, schools and other organizations following incidents of antisemitism

Government Relations

- Develop relationships with local mayors, city council members and county government officials to educate them and work with them to address the challenges facing the Jewish communities of Washtenaw County
- Develop and implement strategies to increase awareness and involvement of local community members in civic engagement including generating interest and understanding of political, governmental, and non-profit organizations operating in the area and increasing and tracking involvement in city and county commission.
- Deepen relationships with state and national political representatives

University Relations

- Serve as liaison to local Hillels, Jewish faculty/staff groups and university leadership to provide support and guidance in strategically addressing campus issues.

K-12 Education

- Work with the Jewish parents affinity group to support Jewish students and families and confront issues of antisemitism or lack of sensitivity to the needs of Jewish students.

- Work with superintendents, school administrators, and parents to promote inclusion of Jewish themes in the school districts such as Jewish American Heritage Month, Jewish elements in Fall festivals, etc.
- Develop connections with members of local school boards and work with organizations that focus on educational issues
- Provide resources to the schools to increase awareness of the needs of their Jewish families, such as holiday calendars and information Judaism and Jewish peoplehood

Interfaith Relations

- Support Community Relations Director in managing and growing programming for existing interfaith coalitions including the Black/Jewish Solidarity Coalition, Chaldean/Jewish Coalition and Hindu/Jewish relationships.
- Work with the Community Relations Director to explore additional opportunities for interfaith connections.

Other

- Coordinate the meetings and follow-up for the Jewish Community Relations Committee (JCRC)
- Support JCRC volunteers in managing and implementing programs
- Work with JFNA Government Relations in implementing a community mapping project to better understand and utilize community connections.
- Explore, consider and recommend additional potential initiatives such as an “Upstanders” training, implementation of other national programs such as “Student to Student” or “Project Shema,” an educators’ mission to Israel for administrators, superintendents and teachers, etc.
- Investigate and apply for additional funding to support community relations efforts
- Promote the mission of the JCRC and Federation through superior customer service and efficient use of and care for all resources
- Participate in the Annual Community Campaign including participating in donor conversations to raise funds on behalf of the community
- Assist other staff in with other Federation events and programs as needed
- Develop and maintain budgets for all programs for which responsible
- Set goals/metrics for success
- Serve as an ambassador of the Federation and foster positive professional relationships within the Federation, agency colleagues, and other external stakeholders

- Attend weekly staff meetings and community events as needed and participate in professional development seminars and conferences as needed; some meetings and programs take place on evenings and weekends
- Other duties as discussed with and determined by the Community Relations Director

Competencies and Skills

- Bachelor's Degree required; master's degree in social work, public policy, Jewish studies or related field preferred
- Minimum one to three years of relevant experience with community outreach, public policy, government affairs, or Israel advocacy required
- Significant knowledge of the Jewish community; passion for and broad understanding of Jewish- and Israel-related issues
- Familiarity with Washtenaw County's non-profit, political, faith and civic landscape a plus.
- Excellent written and verbal communication and interpersonal skills
- Entrepreneurial self-starter, creative thinker and team player with excellent problem-solving and analytical skills, the ability to handle multiple tasks, and meticulous attention to detail and follow-up
- Computer/IT proficiency: Microsoft Office; savvy user of social media (Facebook, Instagram, LinkedIn); ability to work with graphics, Adobe, Canva, HTML a plus.
- Availability to participate in meetings and programs on evenings and Sundays
- Must have access to reliable transportation

Salary Range

\$65,000 - \$75,000

Please submit resume and cover letter to Eileen Freed, eileenfreed@jewishannarbor.org