

# Buffalo Jewish Federation

**Job Title: Senior Director, Jewish Experience**

**Organization: Buffalo Jewish Federation**

**Location: Remote with Local Engagement (Buffalo, NY Area)**

**Salary Range: \$65,500-75,000**

## About Us

For 120 years, the Buffalo Jewish Federation has been at the center of building the Jewish community in Western New York, and today we are a vibrant hub that ensures a thriving and connected 21st Century Jewish Buffalo. With a deep commitment to strengthening our organizational and agency partners, creating space for innovation and experimentation, developing and growing sources of funding, and nurturing human capital, Federation inspires individuals to access Jewish tradition in powerful and transformative ways, rousing collective energy and action throughout our network of communities.

## Position Summary

We are seeking an experienced and passionate Senior Director of Jewish Experience to oversee all aspects of *LiNK Jewish Buffalo*. Guided by generosity, humility, and a commitment to inspiring Jewish engagement, this position facilitates access to Jewish traditions in impactful and transformative ways fostering a culture of belonging, ensuring that all individuals exploring Judaism feel welcome. This role excels in relationship-building, staff management, assessment and data collection, stewarding volunteers, developing leadership, and convening collaborative partnerships. This individual will work closely with volunteer leaders to mobilize community members and bring the vision of LiNK to life. Additionally, the Senior Director of Jewish Experience supervises the Director of Jewish Experience and other program staff.

## Responsibilities & Duties

- **Strategic Planning:** Lead strategic planning and visioning for the Federation engagement efforts by overseeing data collection, management, and assessment to inform annual and multi-year strategy development, ensuring alignment with organizational goal and community needs.
- **Leadership & Oversight:** Serve as the professional lead for LiNK Jewish Buffalo, overseeing all programmatic, operational, and staff functions, donor solicitation and stewardship, and volunteer partnerships with the LiNK Leadership Council.
- **Community & Stakeholder Engagement:** Build, maintain, and deepen relationships with individuals from a wide variety of constituent groups across Jewish Buffalo, Federation senior leadership, partner agencies, congregations, and external organizations to ensure support for Jewish Individuals and families and to develop meaningful collaborations.
- **Program Vision & Execution:** Partner with volunteer leadership and your team of professionals to envision, plan, and execute a dynamic portfolio of annual Jewish living, learning, and engagement opportunities.
- **Teaching & Facilitation:** Design curriculum and facilitate Jewish educational programs and gatherings for learners of all ages.
- **Belonging:** Expand capacity of the Federation and partner congregations and agencies to help all feel welcome to participate in Jewish living and learning experiences and to find spaces of belonging in Jewish Buffalo regardless of race, gender identity, sexual orientation, or ability.
- **Grant & Partnership Management:** Oversee Federation's partnership with the Harold Grinspoon Foundation and PJ Library International, including donations, grants, bi-annual reporting, and stakeholder

relations. Interface with JFNA and other national partners to share resources and learn from national trends.

- **Reporting & Communication:** Provide updates on LiNK's progress to key stakeholders and produce written content for web, social media, the Jewish Journal, and other publications.
- **Advocacy & Representation:** Champion the mission of the Buffalo Jewish Federation internally and in the broader community, including representing senior leadership in the Jewish community through public speaking and engagement.

## **Qualifications**

### *Education and Experience:*

- Bachelor's or Master's degree (preferred) in Jewish Professional Leadership, Jewish Education, Business Administration, or a similar field; or equivalent work experience.
- 6+ years of experience in Jewish professional leadership or education.

### *Knowledge, Skills & Abilities:*

- **Jewish Education & Engagement:** Deep expertise in Jewish education, culture, customs, comfort with Hebrew and the full cannon of Jewish texts, with the ability to create meaningful Jewish experiences for all types of learners.
- **Multigenerational Engagement:** Strong ability to connect with and inspire teens, children, and adults.
- **Coaching & Professional Development:** Skilled in providing feedback, mentorship, and guidance for staff and volunteers.
- **Communication Excellence:** Outstanding written, oral, and presentation-based communication skills, fostering clear and effective dialogue.
- **Organizational & Time Management:** Highly organized with strong time management skills, able to meet deadlines in both in-person and remote settings.
- **Innovation & Strategic Thinking:** Challenges traditional practices, seeks new ideas, and aligns actions with long-term goals and organizational mission.
- **Leadership & Change Management:** Motivates teams, inspires adaptability, and fosters collaboration and respect among colleagues.
- **Stakeholder & Community Focus:** Delivers exceptional service with generosity, openness, and sensitivity to constituent needs.
- **Technology & Design Proficiency:** Comfortable with evolving technology, with a strong design sense for marketing and compelling visual communication.

## **Additional Expectations**

- Active Participation in a leadership role in organizational wide events.
- Act as an ambassador, positively representing the Buffalo Jewish Federation within the broader Buffalo community.
- Offer development & fundraising Support including a small development portfolio.
- Exhibit professionalism & mature, calm, and professional conduct at all times.
- Understands and is committed to the Buffalo Jewish Federation's Mission & Vision.
- Committed to taking ownership and ensuring tasks are completed on time and with exceptional quality.
- Be a team player who exhibits generosity, humility, and Jewish values.
- Put our motto into action: "This work is not about us but it dependent upon us."

### **Working Conditions**

- Work from home; meet with partners, colleagues, volunteers and attend events as needed.
- Regularly works outside normal work hours including weekends and evenings as needed to meet organization needs.
- Valid NYS driver's license and access to reliable transportation.
- Light physical activities and effort required working in an office environment and at events.

### **Disclaimer**

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job. May be required to perform other duties as assigned.

### **How to Apply**

Interested candidates should complete application and submit a resume and cover letter detailing their qualifications and experience. **[careers@buffalojewishfederation.org](mailto:careers@buffalojewishfederation.org)**

Buffalo Jewish Federation is an equal opportunity employer. All applicants are considered regardless of gender, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, citizenship, veteran status, gender expression and/or identity, or any other class protected by federal, state, or local laws.