

## ECJC Director of Programmes

**Full time Position – Remote (Europe)**

**Salary - € 42,000 + benefits + Performance Bonus**

*The position carries with it the growth potential and the opportunity to lead a small but highly-impactful organization into the future as Executive Director (depending on performance).*

**The European Council of Jewish Communities (ECJC)** seeks a dynamic, inspirational and entrepreneurial individual with a passion for operational excellence, resource development, organizational strategy, and Jewish enrichment for the role of Director of Programmes. This role provides a unique opportunity to expand and implement ECJC's dynamic growth and scale strategy, working in tandem with ECJC's Executive Board, ECJC Board of Directors, and affiliated organisations.

**To submit your candidacy, please email a resume and cover letter to [Careers@ECJC.org](mailto:Careers@ECJC.org)**

**The European Council of Jewish Communities – ECJC** is a dynamic and inclusive entity dedicated to revitalizing and nurturing Jewish communities across Europe. It operates with a profound commitment to social work principles, aiming not only to preserve Jewish heritage and traditions but also to foster a sense of belonging and empowerment among diverse Jewish populations throughout the continent.

At its core, European Council of Jewish Communities – ECJC recognizes the rich tapestry of Jewish identities and experiences within Europe. It embraces diversity, welcoming Jews from various backgrounds, including those who have historically been marginalized or underrepresented. Through its inclusive approach, the organization ensures that all members of the European Jewish community feel valued and respected.

ECJC's primary objective is community building. It works tirelessly to establish vibrant Jewish hubs in cities and regions across Europe, providing spaces where professionals and volunteers from the different community fields can come together to celebrate their successes, engage in meaningful dialogue, and support one another., catering to the diverse interests and needs of community members through our different programmes.

In addition to its community-building and advocacy efforts, European Council of Jewish Communities – ECJC places a strong emphasis on intergenerational programming and leadership development. It invests in initiatives that empower young Jews to take on leadership roles within their communities, ensuring the continuity and vitality of European Jewry for generations to come.

Overall, the European Council of Jewish Communities – ECJC stands as a beacon of hope and resilience, demonstrating the power of unity, compassion, and collective action in building thriving Jewish communities across Europe. Through its tireless efforts, it not only preserves the rich tapestry of Jewish heritage but also cultivates

a sense of belonging, purpose, and solidarity among all the different Jewish people who call Europe home.

### **About the Position**

The Director of Programmes is responsible for overseeing all aspects of ECJC's general operations, administration, fundraising, human resources management and strategic planning efforts. The Director of Programmes reports directly to the Executive Board and will work with the President / Executive Board to establish specific goals and evaluate progress on an ongoing basis.

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### **Areas of responsibility include:**

#### **Organizational Development**

- Manage a series of programmes relevant to all the fields of action of the organisation and play an active role in researching the needs of the affiliated members, development of programmes, from conception to execution in partnership with local communities and funders.
- Support a positive and thriving culture of community development and empowerment, network-building, and innovation
- Provide effective and inspiring leadership to guide an organizational culture of feedback, design thinking and mutual support
- Develop an annual organizational budget for approval by the Board of Directors; monitor financial performance throughout the year

#### **Stakeholder Engagement**

- Act as ECJC's principal spokesperson, negotiator, liaison, and advocate with other organizations, outside funders, partners, affiliated and non-affiliated Jewish European organisations.
- Serve as the primary liaison between the ECJC affiliated communities and Board of Directors
- Work with the Board of Directors and affiliated organisations to recruit new Board Members and to maintain a strong and engaged Board
- Maintain productive, active relationships with ECJC's most significant funding partners
- Liaise frequently with various internal and external stakeholders, including affiliated organisations and potential organisations to affiliate.

### **Resource Development**

- Lead ECJC's fundraising efforts, including grant proposals and foundation relations, crowdfunding, and event planning
- Work with the Executive Committee to research and develop new revenue sources to help ECJC meet its annual operating budget.
- Ensure a diversified funding base that includes earned revenue by registration to events & programme, ECJC Annual membership, corporate partnerships/sponsorships, and other creative revenue sources

### **Strategic Planning**

- Work in tandem with the Executive Committee to develop and monitor a strategic plan for organizational growth. Lead conversations at the Board related to goal attainment, mid-course corrections, and growth processes
- Lead the ECJC Board of Directors in ongoing visioning exercises and processes to identify future programmatic, financial, or other strategic growth opportunities
- Work in tandem with the different track committees to envision, create, develop, and manage new strategic and programmatic initiatives to advance ECJC's values and mission.

### **General Responsibilities**

- Develop personal relationships with ECJC's affiliated organisations, development partners, program participants, and key funders. This post requires frequent travel (European mainly)
- Embody the values and culture of ECJC by personal example

### **Qualifications and Experience**

ECJC is seeking leaders who are interested in growing alongside the organization. Entrepreneurial instinct and talent will be considered in addition to field experience. Our Search Committee understands that no one candidate will necessarily possess every attribute we are looking for. In your cover letter, please outline a plan for developing any areas of knowledge or experience you may lack.

### **Desired qualities in ECJC's next leader include:**

- Experience managing and leading an entrepreneurial organization or company, particularly through a phase of growth and transition
- A deep knowledge of European Jewry, with personal connections to key leaders.
- An understanding of nonprofit management and governance, including

experience working with a Board of Directors and/or serving on one

- Ability to work independently and to manage a team of remote professionals for the different programmes.
- Accomplished organizational, business and project management skills related to the areas outlined above
- Excellent interpersonal skills and an ability to effectively communicate with a variety of stakeholders from varying backgrounds.
- Experience making direct, personal asks from individual donors of varying giving capacities
- English fluency (preferably native) and fluency in other two European Languages, preferably French and German. Fluency in Hebrew is desirable but not a requisite.

## **Salary and Benefits**

The salary range for this position is € 42,000 + benefits + Performance Bonus. per year.

## **Location**

As a European organization, we are flexible about the location of this position. Our international headquarters are located in Paris but given the potential remote nature of our workforce, we welcome strong applicants from throughout Europe.

***ECJC is an equal opportunity employer that embraces a diverse, multicultural work environment. People of all ethnic backgrounds, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply.***

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