

## Manager of Strategic Initiatives

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*This position is full-time and preference will be given to candidates who are currently or are willing to be based in New York City. The position involves some evening and weekend work, travel, and the staffing of immersive programming.*

The **Manager of Strategic Initiatives** position is an exciting opportunity to execute and shape a new program vision for The Bronfman Fellowship and further the impact and experience of its active and interconnected network of alumni. The right candidate is an accomplished, entrepreneurial, multi-skilled professional with experience crafting short impactful and immersive experiences who has highly-developed interpersonal skills and the ability to balance and transition between multiple projects. The role involves a combination of program management, facilitation, educational design, marketing and communications, and relationship-building with a wide range of stakeholders.

### **Who We Are:**

The Bronfman Fellowship cultivates a stronger Jewish future through immersive pluralistic educational experiences, including our flagship intensive year-long program for North American and Israeli Jewish teens; a robust alumni community of more than 1,400; and community engagement and organizational consultation.

### **Key Responsibilities**

In short: oversee the launch and implementation of our new campus pluralism project, and develop and manage online and in-person programs for the broader Bronfman community.

### **What You'll Do:**

#### **Be the face of our new program to enhance pluralism on campus**

- **Design and lead the recruitment process** from developing promotional materials and the application process through review and selection.
- **Serve as liaison** for collegiate participants throughout the project from the application stage through final evaluation, to include both routine tasks and creative problem solving as needed.
- **Oversee the logistical planning** of multi-day retreat and meetings, by coordinating positively and proactively with colleagues who handle arrangements for travel, lodging, meals, and supplies.
- **Manage the educational design** for retreat and online sessions, including collaborating with educators, facilitators, and guest speakers to craft an educationally and socially-rewarding experience.
- **Serve as host and facilitator** at the in-person retreat and on Zoom.
- **Set the culture**, develop an inclusive and welcoming environment for college students of diverse social, religious, and political backgrounds, nurturing the ability to engage in healthy and respectful dialogue across difference, for purposes of personal growth and perspective-widening rather than debate or persuasion.
- **Establish systems, document processes, and generate evaluation tools** to enable ongoing refinement and replication in other cities as the project grows.
- **Track project budgets** to ensure spending is within scope and accurately contracted.

- **Oversee the mentoring component** of the project, utilizing paid mentors to assist each collegiate participant with enacting a campus-based implementation project following the in-person retreat.
- **Coordinate with CEO and Director of Development for donor cultivation** and reporting purposes to funders.

#### **Foster community across our diverse and engaged network**

- **Create a healthy balance of in-person and online activities** for the Fellowship's alumni community across geographic regions and a nearly four-decade age range.
- **Develop opportunities** for meaningful events and programs for a wide audience of stakeholders.
- **Coordinate with guest speakers and teachers** and identify appropriate themes and topics for community gatherings, both in-person and online.
- **Maintain a calendar of events** in line with the Bronfman Fellowship's mission.
- **Build relationships** with members of the North American Bronfman alumni community and seek out opportunities for connecting individuals to one another via interest groups and 1:1.
- **Collaborate with our alumni staff team** including our Program Officer: Mentoring and Leadership Development and our Israeli Alumni Coordinator to identify synergistic overlaps between our Israeli and North American alumni communities to create relevant programming and communications.
- **Manage the logistics and communications** for events, including curating guest lists, setting up registration, arranging hosts, venues, and catering, with support from Bronfman's administrative team.

#### **Who You Are:**

- **An “intrapreneur”:** you're entrepreneurial-minded with a passion for building new things and the flexibility to adapt to new realities; this is an exciting opportunity to help shape a groundbreaking project at its inception.
- **Experienced:** you have the skill to execute a program or event from start to finish.
- **Able to hold the big picture:** you have the ability to be thorough and keep a positive attitude, even within short timeframes; you can also think outside the box to problem-solve and generate new ideas.
- **And also the little things:** you're accountable, reliable, and dependable; you pay acute attention to detail and accuracy; you have stellar organizational skills.
- **Friendly and accessible:** you present a “customer service” orientation and will excel at recruiting college students to an exciting brand-new project.
- **A Pluralist:** you are dedicated to self-awareness and understanding across differences and varied perspectives, and you have the ability to work with colleagues and stakeholders across diverse cultures and backgrounds.
- **“In the Know” or at the ready:** you have familiarity with Jewish education or Jewish communal life, or a strong appetite to learn about these worlds.

**What Else to Know:**

- Salary: \$75,000-\$85,000
- We offer a hybrid work environment in which employees work a minimum of two days per week in our Midtown office.
- You'll be in-person at the retreat for the campus pluralism project (December or January) and some other events, including our annual Young Adult Weekend (November). You may also visit college campuses while in a recruitment phase. Some of these hours will be outside of regular business hours, either in the evenings or over weekends.
- A portion of this position is funded through a new non-recurring grant to help launch the new campus pluralism project. The successful candidate will work closely with The Bronfman Fellowship's CEO and Director of Development as we seek additional funding towards expansion of the project in future years.
- Bronfman offers a competitive benefits package and a fast paced, purpose-driven, and fun work environment.

Frequently cited statistics show that women, trans, and non-binary people, as well as other structurally marginalized groups, apply to jobs only if they meet 100% of the qualifications. We encourage you to break that statistic and to apply! No one ever meets 100% of the qualifications.

We look forward to your application. Applications will be accepted on a rolling basis until we find the right candidate for the position.

**Bronfman Equal Employment Opportunity:**

The Bronfman Fellowship is dedicated to building a culturally diverse and pluralistic staff. Bronfman provides equal opportunity to all people regardless of race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity and expression, marital status, veteran status, disability, or any other proscribed category set forth in federal or state regulations. This policy applies to all employees and candidates for employment.

**How to Apply:**

For immediate consideration, please send your résumé and cover letter to [position@bronfman.org](mailto:position@bronfman.org) and indicate your name and "Manager of Strategic Initiatives" in the subject line.