

Executive Director

Neshama: Association of Jewish Chaplains (**NAJC**)

Position: Part Time, Remote; Reporting to: NAJC President

NAJC is hiring an innovative, visionary, and hands-on Executive Director to partner with the Board in maintaining and expanding the impact of NAJC, both in the field of spiritual care and in the support of our membership. The role of the Executive Director will include oversight of the day-to-day operations, outreach within and beyond NAJC, fundraising and relationship building, and visioning with the Board. The NAJC Board is thrilled to start this new chapter with our new Executive Director!

About NAJC:

Spiritual Care is needed now more than ever, whether in the walls of a hospital, hospice, prisons, community chaplaincy or other chaplaincy connected fields. NAJC inhabits a unique space as the interdenominational Jewish chaplaincy association. We are invested in empowering and supporting our membership, providing ongoing and cutting-edge resources, training, and education, offering Jewish spiritual care content for the greater Jewish community, and advocating for the role of Jewish chaplaincy in the wider field of spiritual care and beyond. We partner with our cognate chaplaincy organizations to shape and uphold the standards of chaplaincy, including but not limited to collaboration in conferences, certification, and field innovation.

Responsibilities:

1. Day-to-Day Operations and Programming

Directs the day-to-day operations of the organization

Implements objectives and policies in collaboration with the Board, President, and staff
Hires, trains, supports, delegates, and evaluates, with clear results-oriented goals and realistic measurable outcomes

Attends all board meetings, is invited to all committee meetings, collaborates as needed, and acts as a consultant to Board and its committees.

Encourages team building by facilitating open communication and positive working relationships with staff, Board, and membership.

Provides regular, reliable reports on the organization's progress towards its goals, including procedure statements for Board policies.

Facilitates the research, planning, development, implementation and evaluation of NAJC programs and services.

Supports the Conference Committee in running and implementing all annual conference needs.

Assists the Personnel Committee

2. Outreach

Promotes community awareness of the organization's mission and aims

Participates in networking and community relations activities on behalf of the organization, including building relationship with fellow chaplaincy EDs

Builds strong working relationships with others, both inside and outside the organization, and enlists their support for accomplishing tasks

Acts as an advocate for the organization and its programs in the community, both Jewish and Non-Jewish.

Facilitates a communication plan that informs the larger community of the activities and direction of the organization

Seeks public speaking opportunities for both the ED and organizational leadership

Supervises membership recruitment

Works to maintain a positive image for the organization

Communicates with key stakeholders to identify the changing needs and conditions of chaplaincy, identifying required resources to achieve goals

3. Fundraising and Financial Management

Identifies, researches, and coordinates all fundraising initiatives in partnership with Fundraising Committee

Works with the Treasurer in developing the yearly budget to be approved by the Board

Implements the Board's policies for the allocation and distribution of resources

Maintains and oversees sound bookkeeping procedures

Administers the funds of the organization, according to the budget approved by the Board

Assures periodic financial reviews are conducted per Board policy

Assures charitable solicitation forms are filed annually as required

Collaborate with and advises the board Treasurer and provides the Treasurer with necessary financial information

Seeks and develops new fundraising proposals for the organization

4. Visioning - In collaboration with the Board

Participates in the creation of an organizational vision

Develops programs and services that work toward the vision, within the policy guidelines set by the board

Conducts both an internal and external environmental scan to identify emerging issues that affect the organization

Sets specific organizational goals and outcomes

Qualifications:

Bachelor's degree, masters degree preferred.

Four or more years of related leadership experience

Four or more years of experience supervising staff and/or volunteers

Experience with digital technologies, social media platforms, and software systems and/or an ability to learn

Excellent oral and written communications skills and the talent to tailor messages to specific target audiences

Proven track record showing sound judgment, ability to think strategically and solve problems, and capable of managing multiple projects and tasks at one time resulting in positive outcomes

Strong attention to detail and deadlines

Familiarity with Hebrew and Jewish Tradition and an understanding of the Jewish Community is desired

Details:

Salary and Benefits for this Part Time Position Include:

A salary ranging from \$30,000-\$40,000, depending on experience

Generous time off, including three weeks of paid vacation per year as well as Jewish holidays, per Board policy

A retirement allowance and up to a certain amount per year for insurance

Sick leave of up to ten days a year

Paid Family Leave (six weeks paid) plus state-specific family leave

The average work week can be 20-25 hours but will often vary up or down.

We welcome applicants who have retired from full time work or who have another part time position.

To Apply:

Email resume and cover letter to president@najc.org.

NAJC is an Equal Opportunity Employer