

Job Description
DIRECTOR OF COMMUNITY IMPACT
NATIONAL COUNCIL OF JEWISH WOMEN ST. LOUIS

- I. Job Title:** Director of Community Impact
- II. Reports to:** CEO
- III. General Objective:** Oversee and manage all community impact and leadership programs and projects and work with NCJWSTL Leadership to develop new ones.
- IV. Position Description:** The Director is responsible for oversight and management of all Section community impact programs and projects. Works directly with the VP of Community Impact and program committee chairs to assure that all programs are run through a social justice lens, deliver on time, and action plans and operate within budget. Works with leadership to expand community impact opportunities that directly meet our mission. Partners with the VP of Leadership for all programs and projects under that portfolio.
- V. Direct Reports:** Community Impact Manager (future hire)
KCC Assistant
- VI. Responsibilities:**

Community Impact

- A. Serve as primary staff liaison to the VP of Community Impact and program committee chairs.
- B. Oversee and manage all community impact programs. To include, but not limited to:
- Ensure the co-ordination, implementation and record keeping for each Co-Chair and Committee meeting including scheduling, developing the agenda, communicating details, and creating and/or distributing presentation materials and meeting notes
 - Keep up to date rosters of committees and community partners
 - Develop detailed annual budgets and manage expenses throughout the year
 - Develop a three-year strategic plan in partnership with VP of Community Impact
 - Update and maintain relevant data
 - Develop volunteer recognition and thank you plans
 - Purchase inventory, supplies and maintain inventory reports as needed
 - Assist in the writing of bulletin and eblast communications
 - Partner with VP of Community Impact and Co-chairs to identify, research and implement project expansion ideas.
- C. Supervise Community Impact Manager and KCC Assistant.
- D. Serve as the primary NCJWSTL contact for Community Impact volunteers, program participants, community partners, vendors.
- E. Work with NCJWSTL Marketing team to ensure that all programs are branded and have necessary communication and marketing support

- F. Develop volunteer recognition and thank you plans for each program in coordination with the Marketing Manager.
- G. Work with the Marketing Manager to assure that all programs are branded and marketed throughout the community.
- H. Represent NCJW on community coalitions relevant to our programs.
- I. Work with the Director of Policy and Evaluation to ensure that we are capturing relevant data for each program and that all programs are evaluated.

Development

- A. Work with the Director of Development & Marketing to support all development events/activities.
- B. Provide data for grants and other materials as necessary to support development.
- C. Work with the Director of Development and Marketing to identify potential funders.

Leadership

- A. Serve as primary staff liaison to the VP of Leadership.
- B. Plan and implement various events and programs, serving as the lead staff when appropriate.
- C. Coordinate the annual Board Retreat and Board & Officer Installation with the President, CEO and VP of Leadership.
- D. Work with the Leadership committee to manage and implement the Leadership Class.
- E. Assist the VP of Leadership as needed to develop other training programs.

Other

- A. Attend evening NCJW Executive and Board meetings and other meetings as may be required.
- B. Prepare necessary budget documents for all programs and projects, including post-event financial reports.
- C. Work with other projects as assigned.

Qualifications include:

- A Bachelor's degree (minimum), experience with community outreach, program management or volunteer management, strong organizational skills.
- Must be highly organized, detail oriented and self-motivated, familiar with multiple software applications, have excellent written and verbal communications skills and experience working with volunteers.
- Familiarity and agility using social media and other new and emerging communication technologies.
- Ability to work collegially on a team and with an entrepreneurial spirit.
- Must be proficient in MS Office, experience with Donor Perfect a plus.

*This is a full-time salaried position. Benefits include health, dental, vision and life insurance, PTO, Employee Assistance Program, HSA or FSA, extensive holidays and other leave, flexible schedule.
Some evening and weekend work as needed.*

NCJW-St. Louis is an equal opportunity employer. Salary range for this position begins at \$45,000 and is negotiated based on experience.
Interested candidates may contact Ellen Alper, Chief Executive Officer at elialper@ncjwstl.org or by calling 314-993-5181.