



Jewish Community Relations Council (JCRC) Associate Director

Job Description

JEWISHcolorado convenes, connects, invests, and protects Jewish life in Colorado, Israel, and around the world. JEWISHcolorado is the result of a merger of three historic Colorado organizations: Allied Jewish Federation of Colorado, the Colorado Agency for Jewish Education (CAJE), and the Jewish Community Foundation of Colorado. Their legacies live on in JEWISHcolorado's three primary areas of work. Our programs transmit timeless knowledge, education, and values. Our grants infuse significant resources into the local, national, and global Jewish communities. And our Philanthropy Department stewards the community's financial resources for today and tomorrow.

The JCRC is the largest collective public-affairs voice of Colorado's Jewish community. We bring together 40+ Jewish organizations and at-large leaders to advance our shared values and policy priorities. We advocate, educate, mobilize, and build relationships to ensure the Jewish community and our neighbors can thrive.

About the Role: The Jewish Community Relations Council (JCRC), a program of JEWISHcolorado, is seeking an Associate Director to oversee its internal operations. Reporting to the JCRC Senior Director, you will work closely with JCRC lay leaders and JEWISHcolorado staff to drive our advocacy, programming, coalition-building, and communications work. You'll help shape the JCRC's strategic direction and work on a wide range of issues—from rapid responses to current events to long-term community initiatives. This role is ideal for an entrepreneurial, flexible, collaborative, and execution-oriented professional who wants to take on some of the toughest challenges facing the Jewish community and Colorado's civic landscape.

Key Responsibilities:

Operations & Project Management (50%)

- Manage day-to-day operations to ensure JCRC programs and initiatives run smoothly.
- Oversee and execute on logistics for JCRC meetings, trainings, events, and community programs.
- Assist with trainings, programs, and rapid-response initiatives related to current events.
- Build and refine systems, processes, and workflows that keep the team organized and effective.
- Supervise special projects like JCRC luncheon and occasional missions to Israel.
- Support the JCRC Senior Director in fundraising and development work.
- Support JEWISHcolorado's signature events and activities.

Lay Leader & Community Engagement (25%)

- Serve as a key point of contact for JCRC lay leaders and Jewish community members.
- Manage communication, onboarding, and engagement with JCRC member organizations.
- Work with JEWISHcolorado's communications team and lay leaders to develop and publish content about JCRC's work and community-wide priorities.
- Represent JCRC at Jewish community and non-Jewish community events, programs, and meeting.

Strategy & Vision (25%)

- Serve as a thought partner to the JCRC Senior Director, co-authoring JCRC priorities and strategies.
- Support planning and execution of advocacy campaigns and policy initiatives.
- Help coordinate coalition-building efforts with partners across Colorado's civic landscape.
- Lead the creation and piloting of new ideas, initiatives, and approaches to advance JCRC's work.



Qualifications, Experience, and Skills: We prefer you have the following qualifications (but need not have them all):

- At least four years of professional experience in advocacy/policy, public affairs, operations, development, Jewish nonprofit work, or a related field.
- Demonstrated success in planning and executing programs, initiatives, or complex projects.
- Strong project management skills, including the ability to track multiple work streams and competing priorities under deadline.
- Excellent interpersonal and communication skills, including the ability to provide strong customer service to internal and external stakeholders and exercise diplomacy, discretion, and judgment.
- A self-starter and team player who takes direction and feedback well and can work collaboratively, independently, and proactively.
- Cultural openness, empathy, and humility to engage effectively with diverse communities.
- Can demonstrate JEWISHcolorado's Core Values of: (1) effective collaboration, (2) open and respectful communication, (3) reliability and accountability, (4) critical thinking, innovation, and creativity, and (5) being a good ambassador for the organization.
- Bachelor's degree required.

Salary, Benefits, and Working Environment:

The salary range for this position is \$70,000-\$90,000 per year. Offered salary is commensurate with internal equity and salary ranges, local and national sector benchmarks, and candidate's relevant qualifications, experience, and skills. Benefits include vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, life insurance, gym membership, 401(k) match.

This position is in-office four days per week with a work-from-home option on Fridays. This position requires some time out of the office and occasional activity outside of a traditional work schedule for a total of 37.5-hour per week, exempt. Occasional attendance at events nights and weekends.

To Apply:

Please forward a resume and cover letter to Staffing@JEWISHcolorado.org