

## Israel & Overseas Center Manager

### JOB DESCRIPTION

JEWISHcolorado convenes, connects, invests and protects Jewish life in Colorado, Israel, and around the globe. Part of the Jewish Federations of North America, JEWISHcolorado strives to create a vibrant, secure, connected, and inclusive Jewish community. We stand together in shared purpose, guided by our Jewish values, connected to the people of Israel, and continuously working on behalf of the Jewish community through outreach, advocacy, programming, and grantmaking.

**Position Summary:** The Israel & Overseas Center Program Manager supports the work of JEWISHcolorado's Israel & Overseas Center (IOC) through communications, lay leadership engagement, and program coordination. This role works closely with the Israeli emissary, Jewish life team members, Communications team, lay leaders, and partner organizations in Colorado and Israel to share updates, support programs and delegations, and help advance the Center's goals. The role includes creating and sharing regular communication on IOC programs and partners' work to keep stakeholders informed and engaged.

#### RESPONSIBILITIES

##### Communications: 30%

- Serve as an IOC communications lead for internal and external stakeholders.
- Help define a clear messaging for the Center and set realistic goals to track communications progress over time.
- Collaborate with the Communications Team to regularly and effectively share IOC's work and impact internally with staff and externally with the Jewish community.
- Create regular communications for constituents on topics affecting the Jewish community in North America, Israel, and around the world
- Widely share the impact being accomplished by our major partners (JDC, World ORT, JAFI, IREP)
- Create regular communications about our partners in Ramat HaNegev and Nitzana
- Communicate timely program updates, deadlines, and requirements to relevant parties
- Maintain the IOC social media and digital media channels.
- Produce a bi-monthly newsletter.

##### Lay Leadership: 35%

- Serve as primary JCO liaison between Israel Engagement Committee Chair, members, and staff.
- Plan, coordinate, and lead meetings of the Israel Engagement Committee in collaboration with Israel and Overseas team members.
- Strengthen relationships and expand engagement with Committee members and new lay leaders.
- Develop and implement strategies to enhance the Committee's structure, engagement, and effectiveness.
- Foster a consistent, ongoing connection between lay leaders and the IOC's work.

### Center Management 35%

- Build and maintain strong relationships with partner organizations, program participants, and lay leaders:
  - Support the convening of Israel-related organizations across Colorado to foster collaboration and alignment.
  - Ensure regular communication with community partners and organizational stakeholders.
- Coordinate IOC staff collaboration, through meetings and maintaining a common calendar.
- Direction & Strategy:
  - Lead the planning process for the Israel & Overseas Center’s annual programs and priorities. Work closely with the IOC team and RNG Partnership Coordinator to ensure alignment across delegations, partner work, and community needs—locally and in Israel.
  - Assist in evaluating program effectiveness and impact through data collection and analysis.
  - Contribute to the development of evaluation frameworks and assessment tools.
  - Maintain organized documentation, including project plans, reports, correspondence, and follow-up materials.
- Shaliach (Israel Emissary) Support and Coordination
  - Collaborate with Shaliach to serve as Lead for IOC major events;
  - Manage logistics for IOC programs, including venue selection, travel coordination, and materials procurement, ensuring smooth execution and meaningful participant experience.
  - Work closely to support the Shaliach for onboarding, pre-gaming and data tracking.
- Support the planning of delegations and missions.

### QUALIFICATIONS

- Demonstrates JEWISHcolorado core values:
  - Effective collaboration
  - Open and respectful communication
  - Reliability and accountability
  - Critical thinking, innovation, and creativity
  - Being a good ambassador for the organization
- Bachelor's degree in a relevant field (business administration, public administration, social sciences, Israel or Jewish culture studies)
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite and project management tools
- Work effectively in a fast-paced environment managing multiple simultaneous tasks
- Knowledge of program management principles and best practices
- Creative problem solver with ability to initiate ideas and take the lead
- Hebrew fluency is preferred, but not required
- Knowledge about Jewish Federations and Israel is desirable
- Comfort with a results-oriented organization
- Maturity, sound judgment, and high ethical standards



**Salary:** \$60,000-\$65,000 per year. Benefits include vacation, sick leave, Jewish holidays, FSA, HSA, HRA, health, vision, dental, disability, life insurance, gym membership, 401(k) match.

**Position Type:** Some travel may be required for program-related activities; 4 days per week in office and Friday work from home optional, 37.5-hour per week, exempt.

**To Apply:** Please forward a resume and cover letter to [staffing@JEWISHcolorado.org](mailto:staffing@JEWISHcolorado.org)