

Canton Jewish Community Federation Executive Director (part time)

August 10, 2023

Role Overview

The Canton Jewish Community Federation (CJCF or the Federation) is seeking an Executive Director (part-time position). The mission of the CJCF is “to advance the quality of Jewish life through planning, coordinating and allocating financial and human resources” throughout the Jewish community in Canton, Ohio. The Executive Director reports directly to the President of the Board of Directors of the CJCF.

Canton Jewish Community Background

Located in Stark County, Northeast Ohio, the Canton Jewish community consists of approximately 600 individuals, representing approximately 370 households with a median age of 67. Canton is home to the Canton Jewish Community Federation and three congregations (Reform, Conservative, and Orthodox, in order of size), each established more than a century ago.

In 2008, the community embarked on a “right-sizing” program. The cooperative support of organizations within the community resulted in the successful creation of the Beit Ha’am building, the formation of a single community religious school, and sale of the aging Jewish Community Center building. The Beit Ha’am building is owned by The Jewish Community of Canton, LLC; the LLC’s three members – the Federation and two congregations, Temple Israel (Reform) and Shaaray Torah (Conservative) – are housed in the Beit Ha’am building. Agudas Achim Congregation (Orthodox) maintains its own building nearby. Canton’s Jewish community is recognized, locally and nationally, as a successful example of cross-denominational cooperation resulting in the strengthening of all the local Jewish entities.

The Canton metro area, located 30 minutes from Akron and one hour from Cleveland, is the site of the Pro Football Hall of Fame, a diverse business environment, and a vibrant core of cultural, educational, and recreational opportunities.

The Successful Candidate

The CJCF seeks an experienced nonprofit organization leader who has a deep passion for Jewish community to serve as its Executive Director. Your strategic approach will inspire the staff and volunteer leadership to grow participation and support within Canton’s Jewish community. Your leadership will require creativity and sensitivity, as we continue to align CJCF’s efforts with the community’s current and future needs.

What You’ll Do

Financial Management

- Prepare and manage the Federation’s operating budget, including the program budgets for Jewish Family Services (JFS) and the *Stark Jewish News*
- Steward the CJCF endowments, which exceed \$1.5 million and are held by the investment arm of the Cleveland Jewish Community Foundation in conjunction with the Akron Jewish Federation
- Regularly communicate with and supervise the Accounting Administrator and contracted accountants
- Review and approve regular invoices on behalf of the CJCF

Campaign & Fundraising

- Manage all operations of the unrestricted annual campaign (Jewish Welfare Campaign) of approximately \$275,000, including campaign chairs and other volunteers
- Pursue endowment growth through a strategy developed in partnership with lay leadership

Programming & Partnerships

- Plan and help execute community Jewish holiday commemorations (e.g., Yom Ha'atzmaut and Yom Ha'zikaron) and other community-wide activities
- Coordinate Partnership 2GETHER with the Western Galilee, together with the Jewish Agency
- Support CJCF's relationship with Columbus-based Ohio Jewish Communities staff and programs
- Leverage resources of the Jewish Federation of North America's Network of Independent Communities, which supports smaller Jewish communities

Communication Management

- Supervise CJCF communication activities, including publication of the *Stark Jewish News* (SJN), published 10 times per year; weekly email blast newsletter; program promotion; website; and the *SJN Community Directory* (published bi-annually)
- Maintain good communication with the community clergy on shared projects and community-wide programming
- Serve as a resource to the CJCF board for news and crisis communications that concern Jews in Stark County
- Maintain regular communication with the shared Jewish Akron/Canton security director
- Maintain communication with Beit Ha'am, LLC administration and board

Staff & Volunteer Management

- Serve as primary staff for the Board of Directors (15 members) and key partner to Board President
- Coordinate regular communication and reporting to the Board of Directors (e.g., meeting notices, circulation of minutes)
- Directly supervise JFS Director and staff; along with SJN Editor/Communications Director; and Accounting Administrator (all part-time staff)

What You Have Accomplished

- 5+ years of experience in Jewish community work and/or general nonprofit organizations
- Jewish literacy and comfort with Jewish customs and programs
- Experience with fundraising and donor relations
- Proven experience with volunteers and lay leaders; committee experience preferred
- Experience with budgeting and financial resource management
- Strong interpersonal skills and a natural inclination to engage with people and the community
- Highly capable communication skills in all modalities (i.e., verbal, written, social media)
- Strong organizational skills
- Ability to build cooperative and effective teams

What You'll Receive

- Annual compensation range of \$50-\$60K, depending on experience and qualifications; compensation based on a flexible 3-day or 24-hour work week
- Participation in the annual General Assembly (GA) of the Jewish Federations of North America conference for global Jewish communal professionals and lay leaders
- Attendance at Federation Professional workshop in Chicago (mandatory)
- Paid time off (PTO) for vacation and illness

Interested candidates should submit a cover letter and resumé to

candidates@jewishcanton.org