Program Manager

Jewish Funders Network is an international community of private foundations and philanthropists whose mission is to promote meaningful giving and to improve philanthropy in the Jewish world. We have more than 2,500 members from 11 countries.

JFN’s Program Manager works with JFN staff and lay leadership to develop and manage a wide array of programs designed to maximize philanthropic impact. Program content is wide-ranging reflecting the interests of our members such as: fighting anti-Semitism, Jewish education, gender lens giving, green funding, the political situation in Israel etc. Programs are delivered both on line and in person. There is a mix of one shot and short-term series and on-going programs serving peer networks or affinity groups. This position report to the VP of Programs and is in the office Mon-Thurs and remote on Friday.

Responsibilities:

- Develop content across a wide range of subjects based on member interests.
  - Find and connect with content experts who will serve as program speakers.
  - Develop flow of overall program, some involving multiple sessions.
  - Serve as program facilitator at sessions either on zoom or in person.
  - Manage session content for our annual international conference with other team members.
- Oversee and manage JFN’s array of peer networks and affinity groups (member learning groups that meet online regularly) including:
  - Setting an agenda, lining up presenters, facilitating the gathering and conversations among participants.
  - Manage peer group communications between gatherings.
- Work closely with the VP and other team members in developing and implementing new initiatives.

Qualifications:

- 5 or more years in program development and management.
- Excellent at building relationships and working with complex constituents
- Knowledge of the Jewish community and Jewish issues/content.
- Curious mind who is up on current events and enjoys learning about different content areas.
- A self-starter who can design and manage multiple programs, projects, and deadlines.
- Team player with a positive attitude who executes efficiently.
- Willingness to occasionally travel

To Apply:
JFN offers a competitive compensation and benefits program $70,000-$75,000. Interested candidates should submit a cover letter of interest, resume, and three (3) professional references. Please submit all materials to search@jfunders.org and include “Programs Manager” in the subject line. Only email submissions will be accepted.