



# J Street

## Associate Regional Director

New York City (Hybrid)

## Background

J Street organizes pro-Israel, pro-peace, pro-democracy Americans to promote US policies that embody our deeply held Jewish and democratic values and that help secure the State of Israel as a democratic homeland for the Jewish people. We believe that only a negotiated resolution agreed to by Israelis and Palestinians can meet the legitimate needs and national aspirations of both peoples.

Working in the American political system, in the Jewish community and with others with whom we share core values, we advocate for diplomacy-first American leadership and policies that advance justice, equality, peace, and democracy in Israel, in the wider region and in the United States as well. Our work is divided into four spokes: development, political, communal, and advocacy.

J Street was created in 2008 to serve as the political home and voice for pro-Israel, pro-peace, pro-democracy Americans. The views of the majority of American Jews were previously underrepresented and ignored in our politics. We're changing that, and in the process transforming our national conversation about what it means to be pro-Israel. We advocate and engage on every level – in Washington, in political campaigns, in our communities and on campuses. By changing the conversation, we open political space for elected leaders to support policies that advance a secure, Jewish, and democratic future for Israel and reflect the shared values that underlie the US-Israel relationship. The organization is comprised of 60+ staff members. For more information regarding J Street's mission, visit <https://jstreet.org/about-us/mission-principles/>. For more information regarding J Street's positions, visit <https://jstreet.org/faq/>.

## Position

The Associate Regional Director (ARD) will serve as a member of the Mid-Atlantic and Florida region. Reporting to the Director, Mid-Atlantic and Florida region, the ARD will be part of changing the conversation around Middle East policy and converting J Street's national strategy into power in New York City (primarily) and Long Island.

The ARD will be a key member of a six-person team responsible for engaging leadership and enhancing J Street's presence in New York. The ARD will serve as a fundraiser and organizer, overseeing a portfolio of 50 donors and leaders responsible for recruiting and developing new, top donors and leaders in the area. The ARD will empower and assist leadership in carrying out J Street's mission.

The ideal candidate for this position will be a passionate, strong relationship-builder, with a deep interest in the mission of J Street, politics and/or the Jewish community. This position is an outstanding opportunity for a talented, motivated individual to lead strategic engagement and fundraising efforts for an organization whose influence and reach are

growing enormously with each year. J Street is committed to investing in this candidate's success and professional growth. The ADR will participate in a thoughtful and intentional onboarding process upon hire with additional opportunities for professional development throughout their tenure.

## Responsibilities

### Fundraising Development and Stewardship

- Contribute to J Street's organizational fundraising goals by cultivating and managing relationships with existing and new donors.
- Identify new sources of funding through prospect identification, research, and development.
- Cultivate donors for longer-term growth, multi-year and planned giving.
- Plan and implement high-impact donor and prospect gatherings in the region that both raise new funds and expand J Street's network of leaders.

### Leadership Development and Stewardship

- Identify, develop, and empower leaders in key cities in the region who will drive J Street's mission.
- Keep and maintain regional data, ensure accuracy and up-to-date information.
- Develop or maintain 1+ successful, effective chapters in the region and develop an annual plan for each chapter with chapter leaders.

## Desired Qualifications

### Experience

- Strong understanding of the political and Jewish communal landscape.
- Experience with fundraising and donor management stewardship preferred, but not required.
- Familiarity with the New York City Metro region.
- Event creation and management experience.
- Comfort with basic data management and CRM's (experience with Salesforce preferred).
- Background on the Israeli-Palestinian conflict and understanding how the conflict plays out in American politics.

### Skills

- Personally engaging and eager to work with leaders, donors, and staff; able to build and cultivate relationships with a broad range of community contacts.
- Experience in donor relations, grassroots or community organizing, or campaign work.

- Superb written and verbal communication skills. Ability to tell the story of our work to various leaders, stakeholders, and J Street affiliates.
- Highly organized, detail-oriented, able to prioritize multiple tasks, meet deadlines, and work independently as well as in a team.
- A demonstrated ability to be a self-starter, entrepreneurial, and create systems and processes necessary for project management.
- Commitment to J Street's mission.
- Willingness to travel regionally and holding a valid driver's license.

## Benefits and Compensation

This is a full-time exempt position, with occasional work outside traditional work hours on an as-needed basis. The salary is \$70,000-\$90,000. Per J Street's Collective Bargaining Agreement, pay and title are commensurate with experience and according to pay bands outlined in our CBA. This position is expected to be hybrid.

Our comprehensive benefits package includes unlimited personal time off, sick leave, generous parental and family leave, paid time off on many federal and Jewish holidays, health and dental insurance, company-paid life insurance, a 401k program including an employer match, commuter benefits, and a flexible spending account.

J Street recognizes a staff bargaining unit affiliated with IFPTE Local 70, a union for non-profit workers. This position is included in J Street's bargaining unit and is covered under the terms of the collective bargaining agreement.

## Travel and In-Person Requirements

In-person requirement in New York City office 3 – 4x a week upon beginning the role. In addition, there will be travel twice a year to Washington DC. There are no extraordinary physical requirements for the performance of the essential functions of this position. J Street will make reasonable accommodations to enable individuals with disabilities to perform essential functions. Travel and in-person meetings with leaders and donors are associated with the role.

## Application Requirements and Search Process

DRG is conducting the recruitment phase of this search on behalf of J Street. Following the candidate presentation, J Street will oversee all elements of the search. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are interested in and aligned with J Street and qualified for the position.
- A current resume.

- A list of three references including name, phone number, and email. References will not be contacted until the finalist stage.

Application Deadline: April 12

Start Date: Spring 2024

This position description is based upon material provided by J Street, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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