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# Jewish United Fund

## Director, Russian Jewish Division

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### *Position Summary*

Posted: July 2019

Start Date: Immediately

Location: Chicago, IL

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#### Overview:

The Director of the JUF Russian Jewish Division (RJD) is responsible for the development and oversight of outreach to the Russian-speaking Jewish community in Chicago. Priorities include the development of the RJD Advisory Board, fundraising, budgeting, programming, leadership development and RJD staff supervision. The Director serves as JUF's liaison to the broader Russian-speaking Jewish Community in Chicago.

#### RJD - Who We Are:

Russian Jewish Division (RJD) is a division of the JUF Campaign department. RJD is a community of young professionals and families with ties to the Former Soviet Union. RJD provides a welcoming space to navigate the Jewish community, build friendships and develop leadership skills. RJD's mission is to engage the community in the pluralistic aspects of Jewish life from across the spectrum of observance. While continuing to tailor to the specific needs of our young adult community, RJD serves as a resource and 'connection' to JUF and the Jewish community at large.

#### Responsibilities:

##### Community Development and Program Oversight

- Serve as a partner to RJD's Advisory Board. Recruit new members within the Russian Jewish Community; facilitate Board orientation and training.
- Oversee RJD public relations and serve as JUF's liaison to the broader Russian Jewish Community in the Chicagoland area.
- Oversee outreach and leadership development programs and initiatives geared toward Russian-speaking Jewish young professionals, young families and community members.
- Develop and administer RJD's budget. Oversee grants and other funding sources.
- Maintain relationships with established community partners, foundations and Jewish organizations.
- Attend monthly JUF executive staff meetings, all-staff meetings, bi-weekly Campaign and Donor Officer meetings and other JUF staffing responsibilities.

##### Fundraising

- Spearhead fundraising activities, including planning, organizing and executing RJD's annual fundraising gala.
- Build and steward a portfolio of donors from the Russian-speaking Jewish community.
- Directly support the integration of JUF Annual Campaign activities into RJD programming.

##### Staff Supervision

- Coach and supervise RJD team: Program Associate, Director of Young Family Outreach and Administrative Assistant.

#### Qualifications & Skills:

- BA or MA degree; a minimum of 4-years work experience in the organized Jewish community.
- Fluent in English and functional in Russian.
- Strong understanding and extensive knowledge of Russian Jewish culture, Jewish community, and non-profit management.
- Strong Jewish background and experience working with and motivating Jewish young professionals and volunteers.
- Events, marketing, community development and/or integrated annual campaign experience preferred.
- Proven ability to manage staff and create a vibrant team environment.
- Excellent interpersonal, organizational, written and oral communication skills.
- Ability to be a self-starter and juggle multiple projects.
- Proven ability to plan, implement and evaluate strategies and programs.
- Ability to work independently as well as collaboratively with multiple stakeholders.
- Proficient in MS Office suite and major social media channels.
- Availability for evening and/or weekend events/meetings.

To apply, please submit a resume, cover letter and salary expectations to:

Laura Ford, Giving Tree Associates  
[laura@givingtreeassociates.com](mailto:laura@givingtreeassociates.com)

