

Lower East Side Jewish Conservancy Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Lower East Side Jewish Conservancy's, programs, expansion, and execution of its mission.

Responsibilities

- Ensures ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize volunteers, tour guides, board members, independent contractors, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

QUALIFICATIONS: • Experience: 2 years related work experience • Familiarity with non-profit sector • Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work • Excellent communication skills, both verbal and written • Demonstrated writing and analytical skills • Excellent organizational skills, commitment to accuracy and attention to detail • Ability to access a wide range of sources and networks for information • Good judgment and ability to function independently

To find out more about the Lower east side Jewish Conservancy check out our web site:

<https://www.nycjewishtours.org/>

Interested candidates should send their to : info@nycjewishtours.org

This is an ideal role for an individual to primarily work from home. Position is approximately 35 hours a week with occasional work during the evenings or weekends. Salary range: \$40 -\$45K.