

*in partnership with*



**Executive Director, Brown RISD Hillel**

To apply for this position, please visit, [www.hillel.org/jobs](http://www.hillel.org/jobs) or [Brown RISD Hillel ED](#)

**BACKGROUND**

[Brown RISD Hillel](#), the center for Jewish life at both Brown University and the Rhode Island School of Design, is an integral part of campus, social, cultural, educational, ritual and political life. Brown RISD Hillel provides an open, warm, and pluralistic environment in which students can shape their college experience by connecting spiritually, socially, and culturally to their Judaism and fortify their connections to Israel. It aims to provide students with a strong, deeply rooted Jewish identity and to prepare some of the world's most talented young people to take their place in the wider Jewish world. Brown RISD Hillel operates from the award-winning Glenn and Darcy Weiner Center, a 25,000 square foot facility in the heart of Brown's campus. In addition to offering weekly Shabbat and holiday services, Brown RISD Hillel helps foster connections to the Jewish arts, social action, Jewish learning, and Israel. Brown RISD Hillel is affiliated with Hillel International.

Brown RISD Hillel is situated on the historic East Side of Providence, the 'Creative Capital' of Rhode Island, which is home to seven institutions of higher learning (including Brown and RISD). Providence boasts a thriving arts community, diverse walking neighborhoods, independent stores, daily farmers' markets, ongoing festivals/community art gatherings, and a renowned restaurant scene, thus combining the culture and sophistication of a large city with the intimacy, accessibility and affordability of a smaller one. Rhode Island is home to 15,000 Jewish residents and is located one hour south of Boston and three hours north of New York City.

**ROLE OVERVIEW**

Brown RISD Hillel's Executive Director will oversee the strategic vision and planning, financial management and fundraising, staff, operations, and programming for an organization that is the central address for Jewish life at two of the nation's premier institutions. The ED will work in partnership with students, staff, the Board of Directors, the university faculty and administration, donors, alumni, and other community members to grow and sustain a vibrant, meaningful, pluralistic, and financially sustainable Jewish community. The Executive Director manages a team of ten professionals, including three rabbis, and reports directly to the Brown RISD Hillel board of trustees via the board president. The ED leads in close partnership with Brown RISD Hillel's Rabbi, who is also the Associate Chaplain for the Jewish Community at Brown University. The Rabbi reports directly to both Hillel's ED and Brown University's Chaplain.

**QUALIFICATIONS**

*The ideal candidate will have an ability to:*

- In collaboration with the board, Rabbi, staff, and students develop and implement a compelling vision for Jewish life at Brown and RISD
- Inspire others to invest in that vision, with both their time and their financial resources
- Develop, engage, and communicate with board members
- Lead, manage and inspire a strong staff
- Connect and inspire a diverse community
- Foster a pluralistic environment
- See the big picture as well as important smaller details

*In addition, they will have:*

- A track record of proven executive leadership; professional experience in a Jewish organization is strongly preferred
- Expertise in fundraising, including major gift solicitation and donor stewardship
- An understanding of the current issues and climate on college campuses
- A team-oriented approach, a strong work ethic, a sense of humor, and an ability to take risks and learn from challenges
- Excellent written and oral communication skills
- Love of all things Jewish, deep appreciation for the value of *klal yisrael* and fierce commitment to creating an inclusive, vibrant and pluralistic Jewish community
- Respect for denominational Jewish Life and a commitment to support each community's needs
- Bachelor's degree or equivalent; advanced degree (e.g., MBA, Jewish studies) preferred

**RESPONSIBILITIES**

*Develop, articulate, and promote a vibrant vision for Jewish student life*

- Establish a long-term plan and annual goals that support development and growth of the Brown RISD Jewish community, enhancing the experience of students already involved in Hillel and broadening our reach to include those who have yet to engage
- Develop strong relationships with student leadership
- Collaborate with key stakeholders, including administration and faculty at Brown and RISD, community partners, and Hillel International leadership
- Support efforts to engage and educate students regarding Israel, including coordinating with Taglit-Birthright Israel, Brown Students for Israel, and J Street U Brown
- Exemplify a life informed by Jewish values to staff, students, trustees, and other stakeholders

*Spearhead Hillel's development initiatives and lead marketing and communications efforts*

- Oversee a budget of upwards of \$1 million dollars, most of which must be raised annually
- Coordinate the fiscal operations of Hillel through a comprehensive approach to budgeting and fundraising
- Create and implement a development plan and fundraising campaigns, in order to grow Brown RISD Hillel's budget to support increased staff and programming and begin building an endowment. In conjunction with the board of trustees and the director of development, design and implement annual giving strategies, build relationships with Hillel's donors, and lead the solicitation of major gifts
- Pursue foundation grants and oversee the legacy giving program
- Lead marketing, communications, and promotional activities

*Oversee the performance and professional development of Hillel staff*

- Grow the staff team by recruiting and retaining the best professionals
- Set personnel policies, establish a healthy work environment, and provide staff with opportunities for continued professional development and education
- Build on a culture of excellence and continuous improvement
- Coordinate performance reviews and evaluations for all staff and conduct those reviews for direct reports

*Promote the growth and continued vitality of the board of trustees*

- Serve as the liaison between the board of trustees and staff and students
- Develop and nurture relationships important to the continued health of the board of trustees, maintaining continuity and community, and identifying potential new trustees