

ORGANIZATION: Hebrew Union College
POSITION: Chief of Staff
LOCATION: New York, NY
WEBSITE: www.huc.edu
TO APPLY: Please send resume and cover letter to HUCCOS@pbrsearch.com.

BACKGROUND

Hebrew Union College (HUC) is the center of innovation for Jewish life and learning – preparing [rabbis](#), [cantors](#), [leaders in Jewish education](#), [Jewish nonprofit professionals](#), [pastoral counselors](#), and [scholars](#) to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. It is the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism.

HUC students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, the military, and Jewish organizations worldwide.

The [faculty](#) are internationally recognized for their teaching, research, and mentorship. The [Klau Library](#), [American Jewish Archives](#), [museums](#), and [scholarly publications](#) reflect HUC's commitment to the preservation and deployment of resources for the study of Jewish civilization. Cutting-edge scholarship applicable to contemporary society emanates from its [research institutes, centers, and projects](#).

POSITION

The Chief of Staff works in close partnership with the President of Hebrew Union College – Jewish Institute of Religion and serves as a key confidante, advisor, and advocate of the President. In partnership with the President, the Chief of Staff supervises all presidential office operations and activities in support of the institutional mission and priorities. In addition, the Chief of Staff will oversee the completion and implementation of the strategic plan and ongoing strategic initiatives; lead and manage the team responsible for marketing, communications, and PR; and serve as a surrogate for the President in select venues. Because this role will be responsible for managing a wide range of projects, issues, and initiatives across the institution, it is essential that the Chief of Staff is a strategic thinker, an analytical problem-solver, and a collaborative leader with exceptional written and verbal communication skills.

ORGANIZATIONAL RELATIONSHIPS

- Reports to the President and is a strategic and operational advisor and member of the President's Cabinet.
- Supervises the Office of the President's staff including the Executive Assistant to the President, the Special Advisor to the President, the Executive Secretary to the Board of Governors, the Marketing/Communications/PR team, and the strategic planning consultant.
- Collaborates with administrative leadership to maintain positive and effective relationships with the President's cabinet, senior leaders, and other internal constituents; the Board of Governors; alumni; donors; external stakeholders within the Reform Jewish Community and affiliated institutions and organizations; external legislative, civic, social, and business constituencies; and others as assigned.

PRIMARY RESPONSIBILITIES

Presidential Support

- Assure that the President's priorities and other strategic management initiatives are communicated, coordinated, and implemented.
- Identify, develop, recommend, and implement actions or initiatives that promote effective and productive relationships and interactions with external stakeholders, including Reform Jewish community organizations, other higher education institutions, and civic or social organizations.

- Provide excellent guidance, diplomacy, and understanding of HUC's mission and objectives to support the President.
- When necessary, accompany the President to key meetings and participate as a second set of ears and eyes; follow up on action items, helping to delegate next steps among key staff.
- Participate with the President and other senior officers in institutional planning, policy development, and problem resolution.
- Coordinate special projects on behalf of the President, frequently involving senior administrators of the college.
- Serve as a liaison or represent the President's Office on committees and in other key meetings as delegated by the President.

Office of the President Supervision

- Manage and set priorities for the Office of the President's staff and daily operations.
- Manage and coordinate the execution of assigned individual and college-wide programs, initiatives, and special projects.
- Ensure that the Office of the President is adequately staffed and that the duties and responsibilities are properly aligned with strategic and management initiatives.
- Identify and develop processes when appropriate to streamline operations and improve customer service.
- Respond promptly to internal and external inquiries, including crisis management as necessary.
- Facilitate information flow among staff in support of effective and timely decision-making.
- Manage and set priorities for the Office of the President's staff and daily operations.

Strategic Planning/Strategic Initiatives

- Oversee the strategic planning process and supervise the strategic planning consultant, ensuring their work is completed in a timely way and at the highest level of quality.
- Once approved, oversee the implementation of the strategic plan, ensuring the coordination and collaboration of the various staff teams responsible for the realization of the plan.
- Oversee a range of ongoing strategic initiatives as required.

Marketing/Communications/PR

- Oversee the team responsible for developing and deploying compelling marketing and communications initiatives across a range of channels to support increased brand awareness, admissions, and fundraising.
- Oversee the development and deployment of strategic internal communications, ensuring staff have the information they need to be effective in their roles and to act in concert with broad organizational objectives.
- Serve as a trusted surrogate for the President in a range of venues and settings.

Governance and Board Relations

- Support the Executive Secretary of the Board in developing and implementing best practices in higher education governance.
- Ensure the timely and effective communication of important information to the Board.

Hebrew Union College is an Equal Opportunity Employer and does not discriminate based on age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Hebrew Union College will provide reasonable accommodations for qualified individuals with disabilities.