Duke University Job Description:  
DIR, JEWISH LIFE (1928)  

Job Title: DIR, JEWISH LIFE  
Job Code: 1928  
FLSA: E  
Job Level: 15  
Revised Date: 23 February 2018  
Job Family: JF 28  

Occupational Summary  
The Director for Jewish Life will provide leadership and administrative oversight for the Freeman Center for Jewish Life and Rubenstein-Silvers Hillel program and operations. A key focus will include strategic vision and planning; financial management and fundraising; staff supervision and programming. The Director is expected to inspire and support a dynamic pluralistic community and promote awareness of Hillel activities and Jewish culture among members of the University community as well as the local and regional community. Major responsibilities will include managing internal and external stakeholder relationships to sustain and strengthen key networks vital to the future of Jewish Life at Duke. The Director will embrace a deep commitment to Judaism. The Director reports to the Associate Vice President of Campus Life in Student Affairs.  

Strategic Planning, Fundraising and Fiscal Management (35%)  
- Develop and implement strategic planning activities, including setting programmatic and fund raising goals and objectives.  

- Supervise a Jewish Life at Duke development officer who will implement the development plan.  

- Actively solicit funds for both annual operating budgets and endowments to support future operation and growth of Jewish Life.  

- Manage and implement multi-faceted fiscal resources to support the budget.
• Research, prioritize & implement new or expanded fundraising strategies, including identifying and pursuing opportunities for multi-year support.

• Ensure that annual and endowment fund-raising goals are achieved.

• Manage relationships with parents, friends and key donors

• Plan and coordinate meetings of the Jewish Life at Duke Advisory Board.

Program Design and Initiatives  (35%)
• Develop and promote educational, programmatic and other student-oriented goals and objectives for student engagement strategy that supports robust program activities and initiatives, including Shabbat and holiday celebrations.

• Ensure a broad range of programs including social, cultural, educational, social justice, and Israel-oriented programs that are accessible to a wide range of students across the campus community.

• Implement assessment tools and employ assessment data to plan for the future.

• Prepare reports and analysis setting forth progress, adverse trends and appropriate recommendations or conclusions.

• Track and assess metrics to illustrate progress and growth, utilizing Hillel International’s standards of excellence.

• Develop, review and implement policies and programs that provide direction to the various areas of the Center which includes the physical plant, kosher kitchen, sanctuary and library, programming, Jewish ritual education and pastoral support.
Supervision and Professional Development (30%)
- Supervise Jewish Life at Duke staff that includes a rabbi, program and support staff, interns and student employees.
- Direct various personnel actions including, but not limited to recruitment, performance appraisals, promotions, transfers and vacation schedules.
- Collaborate with key agencies throughout the campus including (but not limited to) other Student Affairs departments, Chapel and Religious Life staff, Jewish Studies, Admissions, Alumni Affairs, Development, and various schools and academic departments.
- Maintain affiliation with Hillel International and collaborate with Hillel organizations at other colleges and universities as appropriate.

Perform other related duties incidental to the work described herein.
The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level
Education/Training:
Work requires communications and organizational skills generally acquired through completion of a Master’s degree in student personnel, student development, higher education, Jewish education or other relevant discipline.
Experience:
Five years of experience in fund-raising for and administration of a campus Jewish center or related area with progressive levels of responsibilities.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Skills:
Exceptional verbal and written communication; supervisory and performance management skills; strategic planning; prospect development and donor relations; budget preparation and management; understanding of Jewish heritage and culture; strong interpersonal skills and self-awareness; flexible, collaborative and eager to support others; effective team player who fosters collaborative environment and adept at creative problem solving.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.