

Position Title: Community Relations Manager
Reports to: Chief Impact Officer
FLSA Status: Exempt
Date: October 2024
Salary: \$60,000

POSITION DESCRIPTION:

The Community Relations Committee (CRC) is the public affairs and education arm of Memphis Jewish Federation. The CRC educates, advocates, and mobilizes the Memphis Jewish Community on behalf of domestic issues facing Jews at home, Israel and world Jewry. It reaches out to the broader Memphis community, including elected officials, law enforcement, other ethnic and religious groups, and the media, to inform, foster good relations and form coalitions on issues of mutual concern.

This position is designed to enhance the overall work of Memphis Jewish Federation's Community Relations Council (CRC) to help ensure that it fulfills its role in representing and advocating for Jewish interests and in building relationships with diverse groups of individuals and organizations.

Duties in this role include protecting and defending the Jewish Community through education, relationship building, coalition work, government affairs and advocacy. This individual will staff committees of lay leaders focused on monitoring and addressing local, national and international events, determine actions needed to mitigate issues facing the Jewish Community via relationship building and education. This person will need to work with internal and external stakeholders.

MAJOR RESPONSIBILITIES:

- Manage Federation's strategy to conceptualize and implement initiatives that effectively build relationships with diverse groups of individuals and organizations across the racial, ethnic and religious communities.
- Identify and coordinate opportunities for intergroup and interfaith collaboration.
- Maintain strong relationships and cultivate new partnerships with diverse stakeholders to enhance our bridgebuilding work.
- Collaborate in the design and implementation of innovative programming and content to strengthen Federation's ties to diverse segments of the Memphis community.
- Maintain knowledge and professional expertise on relevant issues that impact the community relations space.
- Educate and advocate for Jewish community interests, including Israel.
- Work with and oversee efforts of programming related to Federation's Antisemitism Microgrants Initiative.
- Establish and maintain ties with government officials, both elected and appointed.
- Develop and implement a communications strategy related to the work being accomplished by the CRC.
- Collaborate with other staff members on related projects.

SKILLS AND ABILITIES:

- Strong communication, interpersonal, and writing skills.
- Track record of collaboration.
- Working knowledge of Jewish History, Ideals and Culture as well as understanding of Israel and the dynamic political environment.
- Experience building trust and working in partnership to achieve results.
- Ability to think analytically, communicate ideas and develop solutions.

- A strong ability to adapt to ever changing priorities.
- Self-starter with strong organizational skills and attention to detail.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree preferred
- Well-versed in Jewish communal life, having both personal and professional exposure.
- Knowledge of the Memphis Jewish community preferred.

PHYSICAL ABILITIES:

The ability to sit for extended periods at a desk. Standing, climbing stairs, walking, mental pressure, lifting files and boxes weighing up to 25 pounds. Ability to work flexible hours, including some weekends and holidays.

To apply, please send a cover letter and resume to lkaplan@jcpmemphis.org Cover letters should include examples of how your experience meets the critical skills required for this position.