



The Jewish Woman Entrepreneur & Executive (The JWE)

Job Title: Executive Director

Location: Remote, preferably in NY/NJ area; Travel to NY/NJ, Florida, Chicago, and more (estimated travel 10-12 times per year)

Reports To: Board of Directors

Position Type: Full-time

Salary Range: \$120,000-\$180,000, dependent upon experience

About The Organization

The Jewish Woman Entrepreneur & Executive (The JWE), provides women with the resources and connections they need to achieve their personal and professional goals. Through education, community and mentorship, The JWE cultivates financial independence; improving the lives of the women we support and the Jewish community at large.

Position Summary

The JWE seeks a dynamic and visionary Executive Director to lead The JWE, a nonprofit focused on advancing Jewish women's professional careers. The Executive Director will oversee all aspects of the organization's operations, with a focus on strategic leadership, program development, fundraising efforts, and relationship building. The position reports directly to the Board of Directors.

Responsibilities and Duties

- Leadership and Vision:
 - Provide strategic leadership to advance the mission and objectives of the organization.
 - Develop and implement short-term and long-term goals in collaboration with the Board of Directors.
 - Foster a positive organizational culture that encourages teamwork, innovation, and inclusivity.
- Programming:

- Oversee the development, implementation, and evaluation of programs that support the professional growth and leadership development of women.
- Ensure programs are aligned with the organization's mission and meet members' needs.
- Explore new opportunities for program expansion and enhancement.
- Development, Fundraising, and Relationship Management:
 - Develop and execute a comprehensive fundraising strategy to secure financial support from individuals, corporations, and foundations.
 - Cultivate and steward relationships with lay leaders, donors, and leading Jewish business owners to ensure ongoing support and engagement.
 - Identify grant opportunities and oversee the development of grant proposals and reports.
 - Consistently maintain relationships with key leaders and engage them in existing JWE program opportunities.
- Advocacy:
 - Serve as the primary spokesperson and advocate for the organization.
 - Represent the organization at public events, conferences, and media engagements.
- Financial and Organizational Management:
 - Manage the organization's budget and financial operations
 - Ensure compliance with legal and regulatory requirements, as well as adherence to internal policies and procedures.
 - Supervise and support staff members, consultants, and volunteers to achieve organizational goals

Qualifications

- Bachelor's degree required; advanced degree preferred
- Transparent and high-integrity leadership
- Ten or more years of senior nonprofit management experience; a strong understanding of women's issues and professional development. The candidate should also be passionate about female small business owners' needs.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector, including donor cultivation and grant writing
- Strong organizational abilities, including planning, delegating, program development, and task facilitation; ability to collaborate and motivate with the national board of directors, team members, and volunteers
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting



- Excellent communication and interpersonal skills, with the ability to inspire and engage diverse stakeholders; ability to convey a vision of The JWE's strategic future

Compensation and Benefits

- Salary range: \$120,000-\$180,000, dependent upon experience
- 401K plan available with 2% matching from The JWE

How to Apply

Please complete the application [here](#)

Contact

With any questions, please reach out to Admin@thejwe.com