



If you're good at and enjoy...

- Meeting people and building lasting, productive relationships
- Thinking of new, dynamic ways to engage new and established leaders
- Setting challenging goals and achieving them
- Moving forward on promising opportunities

The Twin Cities Young Adult Leadership Action (YALA) Manager position is for you!

Organizational Vision, Mission, and Function Mission

The Jewish Federations of St. Paul and Minneapolis are innovative, mission-driven nonprofit organizations dedicated to creating and maintain a welcoming and inclusive Jewish community for all. The Twin Cities Federations strive to identify and meet community needs by creating a strong local Young Adult Jewish community that strengthens our connections with Jews in the Twin Cities, Israel, and around the world.

Position Overview

The Jewish Federations of Minneapolis and St. Paul seek an entrepreneurial, dynamic and motivated professional to lead initiatives centering on the engagement, cultivation, and leadership development of young Jewish adults. Building on the Young Adult Leadership Action (YALA) Platform, the manager will engage young Jewish adults (generally defined as post-college/pre-family), in Jewish life and involvement. The YALA Manager will create new and innovative ways to excite prospects and donors about the work of the St. Paul and Minneapolis Federations through a range of social, cultural, educational and leadership opportunities. The YALA Manager is an experienced relationship builder who is committed to enhancing Jewish life amongst young adults in the Twin Cities. The person in this position is on the cutting edge of understanding millennials and their connection to philanthropy and community. This position involves event planning and programming, long-term donor cultivation (understanding that this position is precluded from direct development work), and acting as a community concierge, connecting current and new community members to Jewish life in the Twin Cities – on their terms.

Position Identification

TITLE: Manager: YALA Engagement Manager (Young Adult Leadership Action)

FUNCTIONAL AREA: Outreach and Engagement

REPORTS TO: Dual reporting to Minneapolis and St. Paul Jewish Federation staff:

Minneapolis Federation - Director, Community Impact & Engagement, Israel Center; St. Paul Federation – Planning Director

STATUS: FT, Exempt



Position Requirements

EDUCATION: Bachelor's Degree

EXPERIENCE:

- 2 years' experience in event planning, engagement, program management, facilitation, marketing, volunteer management or significant involvement in the Jewish community.
- Nonprofit management experience preferred.
- Past experience working with young adults and emerging leaders preferred.
- Working knowledge of social media and outreach mechanisms.
- Excellent interpersonal and communications skills.
- Meticulous attention to detail and follow-up.
- Self-starter with demonstrated ability to set goals, tasks, and timetables and manager work flow
- Entrepreneurial, can-do attitude.
- Ability to build strong collaborative sense of team, both internally and externally.
- Commitment to the mission of the Jewish Federations of Minneapolis and St. Paul.
- Salesforce experience a plus.

SCHEDULE FLEXIBILITY: Evenings, Weekend, and Travel (global and domestic) are necessary for this position

PHYSICAL REQUIREMENTS: Able to lift up to 30 lbs. with ease

SALARY: \$45,000-50,000

Key Areas of Responsibility

Young Adult Leadership Action - (YALA) Twin Cities

- Plans, executes, and evaluates all YALA related activities
- Develops goals and strategies for events and programs, including measurable community engagement impact, increased leadership and involvement in the community, etc.
- Collaborates with lay leadership and community partners to implement a global message about The Minneapolis and St. Paul Jewish Federations.
- Works with other Twin Cities Young Adult groups in order to facilitate cooperation and a sense of teamwork (as opposed to competition) between these organizations.
- Develops and implements specific recruitment strategies to sustain and grow the number of individuals with affiliation and affinity towards Jewish Federations.
- Staffs and supports local, national, and global affiliated programs.
- This work is acknowledged to lay the ground work for future development (fundraising). The overarching goal is to foster relationships between young adults, helping them to connect to their own Jewish identities, and connect to local Jewish institutions, specifically the Jewish Federations.
- Contact and engagement tracking (Salesforce)
- Staff global experiences associated with the Young Adult cohort

Outreach and Engagement

- Meets with newcomers, returnees, engagement seekers, and folks who want more information about the Minneapolis (Twin Cities) Jewish ecosystem.
- Track and assess the areas of interest for newcomers, returnees, and engagement seekers.
- Provides the internal Federation Staff with a consistent update of outreach and engagement opportunities and recaps of meetings.



Organizational Responsibilities

- Uphold and exemplify the Jewish Federations' missions/visions
- Exemplify customer service both internally and externally
- Attend Federation events as position requires
- Attend regularly scheduled staff meetings as schedule permits
- Other duties as deemed necessary to achieve organization/team goals