



Minneapolis Jewish Federation Mission

We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life

Position Identification

TITLE: Community Impact (CI) – Community Impact & Evaluation Associate
FUNCTIONAL AREA: Community Impact
REPORTS TO: Director of Community Impact: Planning, Allocations & Community Partnerships
STATUS: F/T, EXEMPT

Purpose

Work in collaboration with Director of Community Impact (CI) and other CI team members to research, plan, convene stakeholders, and develop goals/metrics in Community Impact investment areas to address community needs and opportunities. Staff Impact Planning Committees and help to implement a new impact grants process for allocations.

Position Requirements

EDUCATION: Bachelor’s Degree required; relevant graduate degree strongly preferred
EXPERIENCE: Minimum 5 years professional work experience. Experience with metrics, evaluation, strategic planning, and staffing committees. Excellent communication skills (oral and written); high energy level; attention to detail; ability to manage a range of projects simultaneously and work in a fast-paced environment; team oriented.
(Additionally—ability and motivation to learn new software preferred).
SCHEDULE FLEXIBILITY: Flexibility for evening meetings and other professional commitments
PHYSICAL REQUIREMENTS: N/A

Key Areas of Responsibility

Program/Team/Function	Overall Position Expectation(s)
<p><u>Strategic Planning and Allocations</u></p> <ul style="list-style-type: none"> • Staff Impact Planning Committees to support local, national, and overseas priorities • Staff Israel & Overseas Committee • Staff Jewish Education Committee • Help to implement a new impact grants process for allocations, based on four impact investment areas • Steward relations with and serve as a liaison to Jewish agencies and synagogues around planning and allocations processes and collaborative initiatives 	



Metrics and Analysis

- Develop thorough knowledge of partner organizations, programs, and overseas partners
- Lead research efforts and analysis, including identifying trends, best practices, and new initiatives
- Develop and implement/monitor goals and metrics in Community Impact investment areas to address community needs and opportunities
- Assist impact grant allocation applicants with grant writing help, evaluation guidance/tools as needed for success

Organization

- Engage and coordinate volunteers
- Contribute to a team culture of collaboration, creativity, and productivity

Organizational Responsibilities

- Uphold and exemplify the Minneapolis Jewish Federation’s mission/vision
- Uphold and exemplify the leadership and/or behavioral competencies of the organization (see attached) Exemplify customer service both internally and externally
- Attend Federation events as position requires
- Attend regularly scheduled staff meetings
- Other duties as deemed necessary to achieve organization/team goals

Employee

Date

Minneapolis Jewish Federation Representative

Date