



## Our Vision

***Minneapolis Jewish Federation envisions a Jewish community that is empowered, engaged, and inspired to realize its full potential. We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life.***

## Background

*Rimon (ri-MÖN) 1. Hebrew for pomegranate 2. Ancient symbol of fruitfulness and abundant good deeds*

Rimon builds community through the arts by raising the visibility of artists who broadly explore Jewish themes; enhancing Jewish identity through arts and culture; and promoting a collaborative, art-centered Jewish community.

Since its beginnings in 1995 as a collaborative project of the Minneapolis Jewish Federation and the Minneapolis Institute of Arts, Rimon has emphasized the potential for community-building, education, and outreach in the work of artists. Rimon inspires artists to bring their work into the center of the Jewish community's life, reflecting the fullness and variety of how Jewish Americans live today. Rimon provides financial and marketing resources for artists to build careers in their home communities and creates opportunities, web-based platforms, and public forums for artists and audiences to engage each other. Rimon has excelled in using the arts to proudly place Jewish life and history in today's culturally and religiously diverse environment and in opening a channel for Jewish individuals to deepen their connection to Jewish life.

## Position Overview

The Minneapolis Jewish Federation seeks a Rimon Executive Director. The Executive Director's responsibilities include support and guidance for Rimon's organizational structure (Advisory Council, committees, and professionals); strategic planning and support for Rimon's programming; overseeing fiscal management; maintaining day-to-day operations; and expanding and deepening relationships with Jewish artists and with partner organizations in the community. The position will also participate in both fundraising and grant-making efforts on behalf of Rimon. The Executive Director is the public face of Rimon to the entire community, representing Rimon at events and forging relationships with donors, stakeholders, and artists across all genres. As an initiative of the Minneapolis Jewish Federation, the Executive Director reports to the MJF Chief Impact Officer, attends monthly Staff meetings, Community Impact team check ins, supervises Rimon professionals and regularly communicates with MJF team members who support the Rimon initiative.



### Position Identification

**TITLE:** Rimon Executive Director

**REPORTS TO:** Minneapolis Jewish Federation: Chief Impact Officer

**STATUS:** PT, Exempt (estimated 20-25 hours per week)

**SALARY:** \$35,000

### Position Requirements

- **EDUCATION:** Bachelor's Degree; or a combination of education and experience in a field closely related to Development
- **EXPERIENCE:** 5+ years of demonstrated experience in leading teams and managing staff effectively. 2-3 years of proven ability to set strategic direction, establish goals, drive initiatives forward, develop and manage budgets, and data. Genuine passion for the arts and a deep appreciation for the art's role in society. Knowledge of various art forms, cultural trends, and the local arts scene and Jewish community. Experience in assessing organizational needs and identifying growth opportunities. Excellent verbal and written communication skills, with the ability to effectively convey the organization's mission and goals. Ability to think creatively and adaptively in response to challenges and opportunities. Willingness to explore new ideas, technologies, and approaches to advance the organization's mission.

Detail-oriented and professional communication: Super attention to detail, able to juggle multiple priorities at once, oversee day-to-day operations such as meeting management, reporting, and use of MJF's technology and digital systems

**Supervision:** Supervision of 2-3 part time professional staff (Marketing & Communication Associate, Program Director (JACM))

**SCHEDULE FLEXIBILITY:** Able to work early mornings, evenings and weekends as required

### Key Areas of Responsibility

- Coordinate with the Rimon Advisory Council Chair to implement, and attend council meetings (4-6 times per year).
- Communicate regularly with the Chair, Chair-Elect and the 4 Committee Chairs (Programming, Grant Review, Marketing/Communications, and Development/Fundraising) as well as the Council members to keep them informed, engaged, to seek their advice and help as ambassadors to ensure the success of Rimon
- Manage programming as defined in workplan and strategy

- Create and manage the annual budget of Rimon, revenue and expenses
- Write the annual allocation applications to both Minneapolis and St. Paul Federations.

**Marketing/Communications Associate** Work with and supervise the Marketing/Communications Associate (and when appropriate consult with the MJF Marketing/Communications Team) to curate content, produce monthly E-guides or newsletters, coordinate a strategic marketing plan to enhance Rimon's visibility, promote events and artist opportunities, spotlight individuals in our Jewish Artists Directory and grant recipients, while also maintaining and updating Rimon websites as needed

**Philanthropy Manager**

The Executive Director will work with a dedicated Philanthropy Manager who is part of MJF's Philanthropy Team to create and implement a development plan in coordination with the overall program plan. The development plan will include all aspects of raising funds for Rimon each year including digital, mailings, solicitations, an annual fundraising event, new initiatives, stewardship of donors and ensuring donor information and reporting is accurate and up to date in MJF's database.

**Programming & Grant Management**

The Executive Director is responsible for overseeing all aspects of program and grant management. This involves providing strategic leadership, developing and implementing policies and procedures, initiating and evaluating new community programs and efforts such as the Keren Or contest and Jewish Artist Collective Minnesota, managing resources effectively, and fostering a supportive work environment for staff and stakeholders.

**Liaison**

- Represent Rimon to Federation staff and leadership
- Support activities of the Federation's Community Impact team
- Represent Rimon to artists, presenters, press, and Jewish institutions
- Represent Rimon to greater Jewish community (in Minnesota and beyond)
- Represent Rimon to greater non-Jewish community

**Organizational Responsibilities**

- Uphold and exemplify the Minneapolis Jewish Federation's mission/vision
- Uphold and exemplify the leadership and behavioral competencies of the organization
- 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