



We are looking for our next Director, Harry Kay Center for Leadership Excellence (HKCLE).

If you love building relationships, maintaining and improving dynamic leadership programs, and shaping the future of Jewish community leadership, this role is for you. Since 1993, HKCLE has set the standard for Jewish leadership training in the U.S. As our next Director, you will lead the delivery of HKLI's flagship cohort experience and alumni programming, working closely with Federations, the Harry Kay Foundation, and community partners.

What you'll do:

- Implement HKCLE's vision and deliver transformative leadership experiences.
- Build strong partnerships across the Twin Cities Jewish ecosystem.
- Manage program budgets, logistics, and reporting.

Who you are:

- A creative, organized leader with 3–5+ years of experience in leadership development or Jewish communal work, skilled in facilitation, relationship-building, and program management.
- Comfort with building and leading travel programs and immersive experiences required.

Position Identification

TITLE: Director, Harry Kay Center for Leadership Excellence (HKCLE)

STATUS: Part-Time, 25-27 hours/week - Exempt (salary) \$70,000-\$90,000 annually

BENEFITS: Benefits include vacation, sick leave, paid holidays, 403(b) match, disability, and life insurance. Health, dental, and vision insurance are available.

LOCATION: Hybrid

Purpose

The Director of the Harry Kay Center for Leadership Excellence (HKCLE) is a strategic and relational leader responsible for advancing the Center's mission to cultivate strong, informed, and connected Jewish leadership in the Twin Cities. This role oversees a leadership development platform that strengthens the community's pipeline of lay leaders.

Building on more than 35 years of impact through the Harry Kay Leadership Institute (HKLI) and the growth of the Harry Kay Alumni Network (HKAN), the Director blends high-level strategy with hands-on program execution—serving as educator, facilitator, mentor, and community connector. The Director leads the flagship Harry Kay Leadership Institute (HKLI), maintains and strengthens the Harry Kay Alumni Network (HKAN), curates meaningful cohort and alumni experiences, stewards community partnerships, and ensures continuity of excellence across HKCLE programs.

This role operates at approximately 25–27 hours per week, supported by a program coordinator for administrative, logistical, and select programming tasks.

While this is a Harry Kay Foundation funded position, the Director reports directly to Minneapolis and St. Paul Jewish Federations and provides regular reporting to the Harry Kay Foundation Board.

Position Requirements

Education: Bachelor's degree required; Master's preferred.

Experience:

- 3–5+ years in leadership development, Jewish communal work, or related fields.
- Proven experience in program design, facilitation, and stakeholder engagement.
- Strong project management and budget oversight skills.
- Comfort with travel and leading immersive experiences.
- Familiarity with Twin Cities Jewish community preferred.

Competencies & Attributes

- Strategic thinker
- Skilled educator and facilitator
- Relationship-centered leadership
- High emotional intelligence
- Organized, adaptable, and detail-oriented
- Thoughtful communicator with strong follow-through

Key Areas of Responsibility

Vision & Strategic Leadership

- Lead HKCLE's vision and long-term strategy, ensuring alignment with community needs and HKF mission.
- Identify leadership gaps and opportunities for program innovation.
- Establish annual goals, assessment practices, and an annual **"Lessons Learned & Future Role Considerations"** report to inform strategic evolution of the position and Center.
- Represent HKCLE locally as a model for Jewish leadership development.

Program Design & Delivery

- Oversee HKLI's 24-month cohort experience: curriculum rooted in Jewish values, immersive Shabbatonim, and mission trips.
- Recruit and facilitate high-caliber speakers and educators; mentor participants throughout the program.
- Design and implement alumni programming that fosters lifelong engagement and leadership activation.

Stakeholder & Community Engagement

- Build strong relationships with Federation professionals, HKF Board, and Twin Cities Jewish organizations.
- Activate alumni as mentors, speakers, and community leaders.
- Develop connections with national Jewish organizations to enrich programming.

Governance & Reporting

- Provide regular updates to HKF Board, Federation Professional leadership, and Federation Boards.
- Ensure transparent communication and actionable reporting.

Budget & Operations

- Manage program budgets and logistics in coordination with Federations.
- Oversee scheduling, venues, materials, and mission travel.

Measurement & Continuous Improvement

- Establish metrics for cohort satisfaction, alumni engagement, and leadership placements.
- Use data to drive program enhancements and community impact.
- Provide to Federation Boards and HKF Board, an 'Annual Lessons Learned & Future Role Considerations' report:
- Observations about role capacity
- Potential growth areas
- Systemic needs
- Community trends affecting leadership development
- Recommendations for future adjustments to scope or support

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| Organizational Responsibilities |
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Uphold and exemplify the Minneapolis and St Paul Jewish Federations' mission and vision

Uphold and exemplify the leadership and behavioral competencies of the organization

Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance

Execute professional, high level customer service, both internally and externally

Effectively utilize technological platforms and systems for project management and communications

Attend Federation events as position requires

To apply: Send your cover letter, resume, and salary requirements to lmichalik@jewishminneapolis.org