

## Senior Manager, Government Funded Programs

The Jewish Education Project  
New York, NY

### Opportunity for Impact

**The Jewish Education Project is at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow.** We inspire and empower educators to create transformative educational experiences for Jewish youth and their families so they can thrive as Jews and in the world.

We are a New York-based agency with a growing national footprint, working closely with educational leaders in day schools, synagogues, JCC's, and camps. We offer training, thought leadership, and partnerships, and we touch the lives of hundreds of thousands of children and their families each year. The Jewish Education Project is a beneficiary of UJA-Federation of New York, and we are also engaged in several national initiatives supported by major foundations.

The day school/yeshiva ecosystem in New York City comprises hundreds of schools and a student population of over 150,000 and growing. The human and financial resources needed to drive towards excellence and innovation is breathtaking in its scope and scale. Beyond the numbers, the New York day school and yeshiva community also encompasses subsectors that are vastly dissimilar – in their ideologies, their approaches to governance and leadership, in their educational priorities, and in the learning needs of their student populations. Indeed, our schools range from those that compete with the city's most cutting-edge private and public institutions to those that cannot afford to hire trained teachers.

**We are committed to being at the forefront of ensuring that Jewish education remains relevant and meaningful in the lives of Jewish youth and their families today and tomorrow.** For more information about The Jewish Education Project, please visit [www.jewishedproject.org](http://www.jewishedproject.org)

### Position Overview

The Jewish Education Project welcomes a full-time Senior **Manager, Government Funded Programs** as an integral member of the team that supports all the Jewish Day Schools and Yeshivahs in New York, across all denominations, including Chassidic, Yeshivish, Modern-Orthodox, Conservative, Reform and community day schools of no denomination. Responsibilities will focus particularly on operationalizing the access to goods and services from NYC Department of Education (DOE) for Jewish schools. We are looking for a motivated individual who is proactive, detail-oriented and organized. Reporting to the Managing Director, Day Schools and Yeshivot, s/he/they will be able to juggle multiple projects, people, and priorities.

### Key Responsibilities

In partnership with the Day School and Yeshiva team and other stakeholders, you will:

- Gain expertise about all the federal, state, and city funds to which our schools are entitled, their legal regulations and guidance, and the ordering process in NYC
- Provide ongoing information and guidance to Jewish schools regarding these funds; research and advise schools of appropriate uses for their funds
- Organize and manage the distribution of allocations and tracking of expenditures for each school
- Advocate to NYC DOE staff on behalf of schools; liaise with NYC DOE staff, third party vendors, and schools
- Participate as a member of the NYC Committee of Religious School Officials
- Engage with other Jewish committee members, members from other faiths, including various Christian denominations and Muslims, as well as independent school leaders
- Lead the operational planning and execution of an annual Yeshiva Day School Day of Learning, various workshops throughout the school year, and an extensive summer schedule of professional development
- Manage the School Building Leadership program, including recruiting participants every two years, managing the registration process each semester, and assisting in the resolution of any issues between the students, NYCDOE and the host college.

## Experience, Qualifications, and Competencies

- Minimum of **5 years** of experience and demonstrated success in project/program management, and financial responsibility
- A persuasive and passionate communicator, both written and oral
- Strong project management skills, with ability to keep multiple projects moving forward simultaneously
- A critical thinker with an open mind who enjoys learning and problem solving, particularly about government programs and advocacy work
- A self-directed professional who has passion, humility, integrity, a positive attitude, and the ability to develop relationships with a wide variety of people
- A consummate team player who works adeptly cross-functionally and can manage internal and external relationships (including vendors)
- Patience with the challenges of dealing with bureaucracy; willing to be nimble and to educate in ways that things in different ways
- Experience in government advocacy environments, education, public speaking, and knowledge of the Jewish community are all pluses
- Tech-savvy with excellent knowledge of Microsoft Office suite and CRM software; Salesforce, a plus
- Candidates with diverse racial, cultural, educational backgrounds and experiences are urged to apply.

## What We Offer

- Salary in the range of \$70,000 - \$80,000 based on skills and experience
- Three weeks paid time off in year 1; increasing incrementally on a set schedule
- Paid Family Leave
- Comprehensive health insurance
- 401k plan
- Commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Shortened summer hours
- A positive work environment with exposure to great learning opportunities and the chance to work with some of the top professionals in the field of Jewish Education.

## How to Apply

- Please submit resume and cover letter to [careers@JewishEdProject.org](mailto:careers@JewishEdProject.org). Please include the job title in the email subject line.
- Resumes will be reviewed beginning week of October 4<sup>th</sup>.
- The Jewish Education Project is an equal opportunity employer.

**Location:** Remote until January 4, 2022, followed by hybrid work with two days at 520 Eighth Avenue, 15th Floor, New York, NY 10018.

*The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.*