

Job Title

Director, Jewish Community Relations Coalition of New Mexico (JCRC-NM)
A program of the Jewish Community Center of Greater Albuquerque

Overview

The Jewish Community Relations Coalition of New Mexico (JCRC-NM), www.jcrcnm.org is a new organization that is hiring its first director to expand and professionalize its program. The Director is hired to advance the values, interests and security of the New Mexico Jewish community, promote knowledge of and support for Israel, and cultivate intergroup understanding and collaboration between the Jewish and broader community. JCRC-NM was created by Jewish community leaders in central and northern New Mexico following the terrorist attack in Israel on October 7, 2023. Twenty-five organizations joined the coalition and signed onto a [Stand with Israel](#) statement. We have raised funding commitments for three years and are now ready to hire a full-time director to expand our work and impact. JCRC-NM will be a program of the Jewish Community Center of Greater Albuquerque (JCC).

Core Responsibilities

The Director's responsibilities are to work with the Steering Committee and partner with other Jewish organizations to:

Programming

- Develop programs and strategies to combat antisemitism in New Mexico
- Promote understanding and support for the State of Israel and the Jewish people through education and advocacy.
- Develop and disseminate information relating to Israel and antisemitism to the Jewish community and the public as needed.
- Develop a crisis response and intervention plan that includes coordination with the Anti-Defamation League Mountain States Region (a JCRC-NM member).
- Create and implement volunteer opportunities for members of the Jewish community who want to support the work of JCRC-NM.

Communications

- Develop and implement a communications plan for JCRC-NM that includes: building and redesigning the JCRC-NM website, developing an active digital presence for the JCRC-NM, and preparing and distributing a regular newsletter to JCRC-NM supporters.
- Work with and monitor media outlets and reporters who cover issues of importance to the Jewish community and work with lay leaders to prepare press releases, opinion pieces and provide media interviews as appropriate.

Coalition Building

- Develop strong relationships with coalition members and convene organizations and leaders within the New Mexico Jewish community to collaborate and mobilize on key initiatives.
- Build and maintain strong relationships with diverse ethnic, racial, religious and other groups to foster understanding and cooperation between the Jewish and non-Jewish communities
- Identify and implement opportunities for intergroup and interfaith collaboration.

Administration

- Assist the Steering Committee in developing policy positions on issues of importance to the New Mexico Jewish community.
- Provide administrative support to the Steering Committee and committees and working groups of the JCRC-NM, including helping create agendas, coordinate online and in-person meetings and preparing meeting minutes.
- Manage the budget and assist with fundraising for JCRC-NM operations
- Other duties that may be assigned.

Qualifications

- Bachelor's degree required.
- Minimum of 3-5 years of relevant experience in public or private sector, nonprofit, Jewish communal, or related field.
- Excellent oral and written communication skills, including public speaking, the capacity to communicate effectively to diverse people and communities, and writing letters, op-eds, and public statements on community issues.
- Experience working collaboratively and effectively with diverse lay leaders, volunteers and colleagues.
- Basic understanding of Israel and the Jewish world, religion, tradition and values.
- Excellent interpersonal and networking skills.
- Ability to think analytically, communicate ideas and develop actionable solutions.
- Ability to work both independently and closely with others in a team environment.
- Possess integrity for maintaining confidential information.
- Ability to form relationships with the breadth of voices in the Jewish community and to develop consensus.
- Ability to set priorities and handle multiple tasks, strong organizational skills.
- Ability to create and manage project/program budgets and timelines

Salary and Benefits

The JCC of Greater Albuquerque is a place where Jews and non-Jews are welcome to join, play and learn side by side. The Director of JCRC-NM will be one of several program and division directors at the JCC. The salary will be \$85,000-100,000 depending on experience. The JCC provides competitive benefits including health insurance, vacation, JCC membership and discounts. The JCC is an equal opportunity employer.

Email humanresources@jccabq.org to submit your cover letter and resume