

## **Director, Limmud North America**

The Director, Limmud North America works with the Limmud North America (NA) Board of Directors and Limmud Chief Executive to pursue Limmud North America's strategic vision, and is responsible for supporting regional fundraising, operations and finances, partnerships, and external relations.

Limmud NA is a registered 501c3 non-profit organisation affiliated with the global Limmud network ([www.limmud.org](http://www.limmud.org)).

The Director will be responsible for coordinating efforts in a manner that supports and guides volunteer leadership and upholds Limmud values.

The Director will be based in the US (location and office arrangements open for discussion) and must be able to work in the US. Working hours will need to allow for regular contact with Limmud's London office (including participation in Limmud Festival in late December). The Director will need to be available to travel within North America as needed.

The Director will be responsible for:

- Supporting fundraising and developing other resources necessary to support Limmud NA
  - Create and implement a fundraising strategy for Limmud NA, in conjunction with Limmud's Chief Executive and the Limmud NA board
  - Prepare grant proposals and follow up reporting for national funding
  - Research potential donors and opportunities
  - Donor relationship management, including supporting wider Limmud relationships
  - Support new initiatives
  - Provide as-needed advice, training, and support to local Limmuds in their own local fundraising initiatives
  
- Operations, administration and finances
  - Manage office and organizational operations, including insurance, legal, IT, and HR
  - Ensuring that regulatory filings take place promptly
  - Create annual budget, and ensure that organization operates in a fiscally responsible manner
  - Maintain all financial records
    - Supervise part-time bookkeeper to ensure that financial information is appropriately up-to-date and bills are paid in a timely manner

- Ensure that all financial transactions are categorized appropriately
  - Report on the finances of the organization regularly to the board
  - Responsible for effective administration of all operations
  - Responsible for hiring and supervising additional staff as needed and possible
- Strategy, vision, and governance
  - Staff and support the Board of Directors
  - Facilitate the ongoing development of and implementation of Limmud North America's strategic plan.
- Create partnerships and build relationships with other appropriate organizations
  - Build and maintain relationships with partner organizations and professionals in the Jewish non-profit sector
  - Identify and develop new partnerships and other strategic relationships that advance our work
  - Serve as a hub of contact, connecting national organizations with local Limmuds as appropriate
  - Responsible for creating agreements with other organizations as needed