



JEWISH FEDERATION OF TULSA

EXECUTIVE DIRECTOR POSITION DESCRIPTION

Background

The Jewish Federation of Tulsa (“JFT”) is an integrated organization which includes the Charles Schusterman Jewish Community Center (“CSJCC”) and the Sherwin Miller Museum of Jewish Art. Separate entities also housed on the 20-acre campus are Mizel Jewish Community Day School and Zarrow Pointe Retirement Center. The overall campus includes playgrounds for the Day School, after school programs and seasonal day camps. It also has an outdoor aquatic center, garden, park and other recreation areas used by CSJCC members, Zarrow Pointe residents, as well as settings for Federation programming and events. The Federation offers an array of programs from early childhood, and the PJ Library, to older children, teens, and adults, including sports, fitness and Jewish cultural programs. The Museum promotes Jewish heritage, culture, history and community through art and education. The Museum also houses a Holocaust Center that helps to educate the broader community. For more information check out [JewishTulsa](#).

Founded in 1938, JFT has a rich history in the state. The mission of the Jewish Federation of Tulsa is to preserve and enhance Jewish life and well-being in Eastern Oklahoma, Israel, and the entire world. This mission is being addressed by pursuing charitable, humanitarian, cultural, educational, and health needs of the Jewish community as well as engaging in community relations and outreach to the broader Tulsa community. There is a Reform Temple and Conservative Synagogue as well as a Chabad with many opportunities to engage Jewishly. Greater Tulsa boasts a strong Jewish community that is deeply integrated into the broader community. Local initiatives called Tulsa Tomorrow and Tulsa Remote have brought a high number of young Jewish professionals to the area. Recognizing that the future of our community depends on a thriving young population, our initiative aims to help young Jewish adults, millennials, and young families move to our city. You can learn more at [TulsaTomorrow](#).

Tulsa has a vibrant, supportive Jewish community that welcomes and embraces new members. Tulsa is a community on the rise, from its diverse, highly productive workforce to its plentiful artistic, educational and cultural opportunities. There are also growing tech and healthcare industries. Tulsa is home to the University of Tulsa, Oklahoma University, Tulsa (Schusterman Center) and Oklahoma State University, Tulsa. The area has a rich academic community in

addition to a well-respected ballet, opera, and symphony. Tulsa is home to the Philbrook Museum of Art and the Gilcrease Museum. There are wonderful outdoor recreation opportunities, including the Tulsa Zoo and The Gathering Place is a vast park for all ages. A wonderful feature of Tulsa is its easy access to community organizations. From Jewish institutions to local organizations created to promote events, networking and fostering common interests and hobbies. There's something for everyone to get plugged in and connected.

Position Summary

The Jewish Federation of Tulsa is seeking a dynamic executive with strong fundraising, strategic leadership, and community building skills to serve as its Executive Director. The successful candidate will be a proven and visionary leader who can work collaboratively within the community, with donors, agency leaders, clergy, Board members, lay leaders, staff, volunteers, etc. This individual must be able to collaborate, mediate, and build consensus.

As a thoughtful leader who is driven by community, the ideal candidate will thrive in bringing constituents together, engaging multiple perspectives, aligning mission and strategy around common goals, and translating mission and strategy into action through successful execution.

Reporting to the President of the Board, the ED will play the lead role in articulating a vision for the Jewish community that will excite and engage the public. Critical to the future, and working in partnership with the Board, the ED will guide the successful identification, cultivation and stewardship of new donors, and create a pipeline for new leadership to emerge. The ED will serve as a voice of the Jewish community to the broader public.

Responsibilities

- Run the day-to-day affairs of a dynamic multi-faceted organization, encompassing the campus.
- Collaborate with the Board, partner agencies, and congregations to foster strong relationships, drive shared goals and maximize results. Guide leadership to develop a clear vision of the Federation that engages and excites the community. Develop and maintain strong relationships with constituent agencies and Jewish institutional stakeholders.
- Inspire and motivate the staff to enhance the operation of the Federation, Museum, and the CSJCC in collaboration with the Deputy Directors; recruit, supervise and evaluate staff that can effectively carry out its functions.
- Ensure Federation's mission and funding objectives, policies and programs are effectively developed and articulated to the Jewish and general community.
- Cultivate, recruit, develop, and maintain effective relationships with top volunteer leadership and prospects.
- Working closely with the Deputy Director of Finance and volunteer leadership, take fiscal responsibility for the Federation including ongoing oversight of the Federation budget, and other financial resources that are disbursed by the Federation.

- Lead and manage the development of strategies for cultivating relationships with major supporters of the Federation, Family Foundations, and engage the next generation of donors.
- In partnership with the Board, develop integrated community planning efforts that support the mission of the Federation, particularly the development of short and long-term strategies to maintain a vibrant community. This may include a comprehensive strategic plan.
- Engage in community relations through organizational and professional networks and relationships.
- Develop and steward respectful and collaborative relationships with congregational clergy and leadership.
- The ED will serve as the Federation liaison with the separate and supporting organizations, including The Jewish Federation of Tulsa Foundation, which is a committee of JFT.
- Be a visible member of the community by attending programs, events and other activities both within and outside the Jewish community.

Qualifications

- Ability to translate vision into objectives, strategies activities, and deliverables.
- Successful track record for leadership, including the management of staff, volunteers, and financial management of a complex organization.
- Ability to inspire, lead, grow, and empower the staff and a dedicated, committed Board and lay leadership is required. Integrity, strategic thinking, and sound judgment are essential to success in this role.
- Ability to develop and steward trusted relationships with donors and prospects positioning the Federation as the venue for fulfilling their philanthropic objectives. A proven record of fundraising, including planning, donor prospecting, solicitation, and recognition.
- A strong commitment to Judaism, the Jewish people, and the welfare of the State of Israel; including an understanding of the issues of Jewish life locally, nationally, and internationally.
- Ability to connect with and understand people of diverse socioeconomic, ethnic/racial, and cultural backgrounds and build rapport with those who have varying viewpoints and perspectives.

- An entrepreneurial spirit who pursues, cultivates, and enjoys building and maintaining strong and authentic donor and stakeholder relationships.
- Exceptional oral and written communication skills, including the ability to engage in difficult but critical conversations, are necessary for success in this position.
- BA Degree required (MA preferred).
- At least 6 years progressively responsible experience in Jewish communal or similar setting.

Compensation

The salary range is \$145,000 – 160,000 plus comprehensive benefits.

To apply, please submit a current resume and cover letter to carin@sageviewconsulting.com