



Jewish Council on Urban Affairs  
Executive Director  
Chicago, IL

## Background

Founded in 1964, JCUA mobilizes the Jewish community to pursue justice in partnership with neighbors across Chicago and Illinois. Rooted in Jewish values and experiences, JCUA works to ensure that everyone in the Chicagoland region has safety, dignity, and the resources needed to flourish.

The mission of the Jewish Council on Urban Affairs (JCUA) is to combat poverty, racism, and antisemitism in partnership with Chicago's diverse communities. Inspired by core Jewish values, we organize a Jewish constituency to work with communities directly impacted by systemic oppression to advance racial and economic justice. Our work includes four central program areas: 1) Issue-based Campaigns and Community Organizing; 2) Youth Organizing and Engagement; 3) Community Development, and 4) advancing and elevating Racial Equity. To achieve our mission, JCUA develops and mobilizes a base of individuals and institutions within the Jewish community who become engaged as members, leaders, donors, and participants in campaigns, activities, and programs. Through a variety of programs and initiatives, JCUA targets the root causes of inequality in our city.

## Position

JCUA and JCUA Votes seeks a dynamic Executive Director to guide the organizations by maintaining and strengthening the vision, building relationships with key stakeholders and partners, fostering a vibrant, thriving staff culture, and strengthening the organization's infrastructure.

Reporting to the Board of Directors, the Executive Director will have oversight of a \$1.6M budget, 3 direct reports and 16 staff responsible for programs, development, operations, and administration. This is a unique opportunity to be a part of a fast-growing organization based in Sketchpad and has over 1800 members. JCUA has two fundraising campaigns, plus support from Foundations and major donors.

At JCUA, approximately half of the current staff positions fall within a bargaining unit represented for collective bargaining purposes by a labor organization (SEIU Local 73).

## Priorities for the Executive Director

- In partnership with board, staff, decision makers, and other organizations JCUA is in relationship with, lead with the mission in mind.
- Lead with an anti-racist lens, externally and internally
- Raise the funds and network for organizational sustainability
- Raise visibility for the work, be a presence, and increase earned media; pro-actively communicating JCUA's point of view with the solid analysis foundation
- Maintain the strong culture of JCUA; making decisions that lift up the value of staff and board
- Partner with the board

- Navigate relationships. Maintain and strengthen the relationships with allies (multi-level)
- The Community Ventures Program (CVP), JCUA's revolving loan fund for affordable housing and community development, needs to be more integrated into the larger organizational plan
- Continue to define a member-led member-driven organization; grow membership (especially in 30-50s)
- Acknowledge the divisiveness within the Jewish community, especially around Israel/Palestine and the need to determine the appropriate messaging surrounding a global perspective. (JCUA has addressed antisemitism throughout Chicagoland, members, partners and the general public)
- Implement the Union Labor contract, work collaboratively with the union, and negotiate in good faith in three years
- Continue to maintain and grow JCUA Votes

## Responsibilities

Other core responsibilities of the Executive Director include:

### Strategy and Leadership

- Ensure that JCUA's vision and values are expressed in every aspect of the organization, including its culture, personnel, and programs.
- Cultivate and nurture a high-functioning team, rooted in respectful relationships and a shared appreciation for JCUA's vision.
- Work with the Board to identify, cultivate, recruit and retain diverse and exceptional board members and lay leadership.

### External Relationships and Communications

- Manage the design, implementation, content, messaging and engagement strategies that will position JCUA for broader impact and success.
- Work with staff to establish a clear, resonant brand that reflects JCUA's mission.
- Oversee the development of nuanced messaging that can cater to different audiences (funders, staff, partner organizations, fellows) and communicate complex ideas to a variety of stakeholders.
- Ensure that communications and marketing strategies are consistently articulated both internally and externally.

### Fundraising, Community Engagement & Partnerships

- Effectively communicate JCUA's mission externally and build partnerships and coalitions with stakeholders, funders, community leaders, and adjacent organizations within the Jewish and social justice worlds.
- Serve as JCUA's chief spokesperson, acting as a key driver in donor and partner cultivation, solicitation and stewardship.

- Collaborate with development staff to implement an expansive fundraising strategy to increase funding from major donors & foundation support.
- Pursue innovative streams of income and partnerships to diversify sources of revenue, ensuring that there are resources to support the expansion and innovation of programs.

## Operations

- Assess the current financial status of the organization and work in close coordination with the Board to continue a plan for financial sustainability and growth.
- Develop long and short-range financial plans, monitor the budget and ensure that sound financial controls are in place; set financial priorities accurately to ensure that JCUA is operating in a manner that supports the needs and values of the program and staff.
- Oversee the organizational infrastructure and establish clarity and consistency in policies, processes, and internal operations to support staff and delivery of programs.

## Qualifications

- Be the representative of the “Big Tent”
- Demonstrated understanding of the philosophies of organizational change and leadership transitions; experience in dynamic institutions; understanding on how to grow an organization
- Deep commitment to social justice and organizing as a methodology; understands Jewish social justice organizing and how to speak to it
- Commitment to racial equity and deep work in DEI; lived experience of oppression and marginalization; some level of personal why in this work
- Experience in fundraising, major gifts, and stewardships; major gifts/individual giving program
- Understanding of how to build board relationships, individual relationships as well as a whole
- Comfortable in working and familiarity with the Jewish communal world through presentations and public speaking; able to speak about social justice issues through a Jewish lens
- Experience in staff management and supervision with a commitment to supporting and growing a diverse staff
- Strong financial acumen
- Past participation in creating or implementing a strategic plan
- Sees the value and has a surface understanding of the power of a c4 as part of JCUA
- Experience with building coalition or working in non-Jewish spaces
- Leads by example with a humble, human- centered, person first ideology
- Has a cool head, able to receive information and listen, can also be assertive and able to make decisions
- Steeped in a progressive mindset and is able to look at the bigger picture

## Salary and Benefits

Salary for this position is \$150,000 plus a comprehensive benefits package as outlined below.

### Benefits

- Medical, dental, and vision coverage (100% employer paid)
- Retirement matching program after 3 months of employment
- Generous time off offerings, including three weeks of paid vacation in year 1 of employment (increasing over time), 18 annual sick days, and time off for major Jewish holidays
- JCUA currently closes at 1 pm on alternate Fridays throughout the year in an effort to promote a healthier work-life balance
- Flex time within the week to accommodate occasional weeknight and weekend work and comp time in instances where staff member is working more than 40 hours in a single week
- A supportive work environment with people committed to bringing out the best in each other and to advancing positive social change
- Opportunities for professional development to facilitate learning and growth

### Location

JCUA is located on the north side of Chicago. Staff currently work two days in the office with additional days remote optional, which is subject to change.

This position description is based upon material provided by JCUA, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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Sarah Raful Whinston, Principal

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