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## **JOB DESCRIPTION**

**TITLE:** Day School Coordinator

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO:** Director of Jewish Education

**CLASSIFICATION:** Full-time, Exempt

**PRINCIPAL FUNCTION:** The Jewish Federation of Greater Atlanta is seeking a dynamic and experienced professional to serve as the Day School Coordinator. One of the pillars of Federation's work is a commitment to enhancing both formal and informal educational experiences that contribute to lifelong engagement, Jewish literacy, and a connection to Israel and Jewish peoplehood. The Day School Coordinator will serve as a liaison between Federation and our network of six affiliated schools on projects aimed at increasing affordability and access, investing in educator wellbeing and professional development, and ensuring a commitment to excellence. All of these strategies have a goal of increasing enrollment and retention in the Jewish Day School sector.

The ideal candidate will be a highly skilled organizer and relationship builder with significant experience in project management and communication.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Federation's commitment to full time Jewish education stems from the demonstrated success of Jewish day schools to foster a deep, enduring commitment to Jewish knowledge and values, develop future leaders, and engage families in community activities. The Day School Coordinator will oversee the following projects:

#### **ALEF Fund**

- Partner with Jewish day schools and Pre-K programs to coordinate successful fundraising efforts for the Jewish community's participation in Georgia's State Student Scholarship Organization (SSO) under the ALEF Fund brand.
- Work closely with Federation's SSO partner Georgia GOAL on communication, marketing, and donor support, including strategies for reaching out to centers of influence, e.g. accountants, financial planners, and other professional advisors.
- Work closely with volunteer leaders on disbursement of the ALEF general fund

#### **Jewish Communal Professional Grant (JCP)**

- Oversee Federation's management of the JCP program, whereby Jewish communal professionals are eligible for an up to 50% tuition discount at a qualified Jewish high school.
  - Collect and track student data and employee retention data
  - Share details of the JCP High School Tuition Grant with: Prospective and current JCP employers, including local Jewish organizations and synagogues in the Federation's database, and the broader Atlanta Jewish community (through the Fed Weekly or other means).



- Manage grants from foundations which contribute to the JCP initiative including completing applications for funding and annual reporting.
- Analyze growth potential of the program and model potential scaling to additional grades.

#### **Additional Day School Initiatives**

- Develop and implement additional strategies for increasing enrollment across all Jewish day schools as well as opportunities for professional development and collaboration for the Jewish day school sector.
  - Stay up to date on current affordability initiatives in other communities.
  - Serve as a liaison to Prizmah, the national network of Jewish day schools.
  - Steward the annual allocation for day school collaboration and investment as made by the Core Partner Allocation committee and recommend strategies to incentivize collaboration, excellence, and growth in student enrollment.
- Manage a new teacher wellness incentive grant program to invest in educators' wellbeing through a microgrant program including evaluating impact and developing strategies for expansion.

#### **General Organizational Support**

- Provide support for a variety of Federation and community-wide programs and initiatives.
- Remain knowledgeable about Jewish life, education, and engagement trends in and out of the Atlanta community.
- Serve as an advocate for Federation's mission and work at all times.
- Complete a broad variety of tasks as needed to further the mission of Federation and Community Planning and Impact department.

**QUALIFICATIONS:** Bachelor's Degree required, and at least 3 years of full-time, leadership experience with demonstrated success in project management and developing and implementing and strategies for growth. Fundraising, marketing experience and management of diverse constituencies as well as knowledge of the Jewish community preferred. Must have excellent verbal and written communication abilities, knowledge, and ability to use databases, computer spreadsheets, word processing and other basic programs. Demonstrated ability to manage competing demands and changing pace of priorities. Proficiency in Salesforce or other customer relationship management software preferred.

**PHYSICAL REQUIREMENTS:** Position requires intermittent standing, walking, and prolonged periods of time sitting at a desk/table. The employee must occasionally lift and/or move up to 25 pounds.

**COMPENSATION:** The salary range is \$61,000 - \$69,000 for this position plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

***Jewish Federation of Greater Atlanta is an equal opportunity employer.***