##### JOB DESCRIPTION

**TITLE:** Jewish Abilities Alliance Manager

**DEPARTMENT:** Community Planning and Impact

**REPORTS TO:** Director of Planning

**CLASSIFICATION:** Regular, Full-time exempt

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role. Under the supervision of the Director of Planning and in collaboration with the Jewish Abilities Alliance (JAA) Committee, the JAA Manager will oversee all activities of the JAA initiative to create a more welcoming Jewish Atlanta for people with disabilities.  This includes, but is not limited to, community-based planning with community partners, community trainings, and advocating for the inclusion of individuals with disabilities and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Work with Jewish community agencies to expand their collaborative efforts and create new and innovative ways to make Atlanta a more welcome place for individuals with disabilities, serving as a back-bone support on collaborative projects and program development.
* Oversee the implementation of the 2022 Strategic Plan, including prioritizing strategies, developing a workplan, and tracking progress and outcomes. Research and design strategies for areas that need additional exploration (targeted influence strategy, increased lay leadership and employment for people with disabilities, etc.).
* Work with marketing team and or/marketing consulting support to rebrand the Jewish Abilities Alliance and create a marketing strategy to educate and engage the community.
* Assist in leadership of annual JAA Fundraising campaign, including identifying grant opportunities, managing existing grants, and engaging in donor stewardship.
* Develop and drive Community Awareness efforts, including JDAIM programming, engaging the Jewish community in learning and dialogue to raise awareness of people with disabilities, their experiences, and the barriers they face engaging in the Jewish community.
* Formalize a cross-sector task force of professionals and self-advocates to increase community coordination and collaboration around disability inclusion, de-silo efforts across the community, and strengthen referrals across the community.
* Support the JAA Training Coordinator to drive efforts to increase organizational capacity through training and community skill building around inclusion best practices.
* Establish regular convenings of partner agency professionals and lay leaders to deepen knowledge, skills and collaboration around inclusion. Support Jewish agencies in their efforts to be more inclusive by connecting them with one another and with donors when applicable.
* Assist Jewish agencies in evaluating their own inclusion policies and practices, and developing inclusion strategies to expand efforts, identifying local and national resources to support their work.
* Manage all aspects of JAA grant funding for community inclusion efforts, including the Ina Enoch Training Fund and developing the new JAA Community Grants. Seek funding to sustain grant initiatives.
* Engage JAA committee members and other community members, particularly self-advocates, in Federal advocacy work in partnership with JFNA and local advocacy work in partnership with lobbyist Rusty Paul and Georgia Council on Developmental Disabilities.
* Hire and supervise the team of JAA professionals, including Training Coordinator and contract support for educational services.
* Strengthen the JAA committee, creating a plan to engage members in JAA efforts and establishing a leadership pipeline.

**Other**

* Initiate and respond to ongoing contacts with Jewish Abilities Alliance members and agency, congregational, day school, and Federation professionals
* Attend conferences and possible site visits to other communities/programs for sharing of best practices.
* Commit to excellence through quality, innovation, and continuous learning.
* Display integrity by working with passion, commitment, and honesty.
* Recognize and respect diversity in all forms.
* Ability to organize, prioritize, delegate, and follow-through with multiple projects simultaneously.
* Direct and supervise the work of others.
* Promote the mission of the Federation through superior customer service to all and through the efficient use and care of resources.

*The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.*

**QUALIFICATIONS:**

* Master’s degree in Social Sciences or related field
* Minimum 8 years full-time work experience
* Experience with program development, management, and assessment, as well as supervision experience and gathering and organizing information and working directly with a local Jewish community
* Experience working with individuals with disabilities and their loved ones
* Demonstrated experience facilitating collaborative community conversations and ability to examine with both micro and macro perspectives
* Demonstrated understanding and commitment to the Jewish people
* Must have excellent verbal and written communication, interpersonal skills
* Proficiency in Microsoft Office and other basic computer skills
* Must have own transportation and valid State of Georgia driver’s license with proof of automobile insurance for traveling to outside meetings and events
* Knowledge of Collective Impact model or similar methodology to assess communities preferred
* Knowledge of Atlanta Jewish community and/or direct work with a local Jewish community preferred

**PHYSICAL REQUIREMENTS:** Intermittent standing and walking with prolonged periods of sitting at desk or in meetings.  Must have good visual acuity for reading documents and reports and to use computer.  Must have average hearing ability to communicate with others in person and using standard telephone equipment nationally and internationally.  Must have physical stamina to attend early and late morning, evening and weekend meetings and events and to travel locally and nationally.

Federation requires all employees to be fully vaccinated against COVID-19 or have received an exemption by Human Resources.

**COMPENSATION:**  The salary range for this position is $70,000 - $80,000, plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

*Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.*