



**Job Description**  
**DIRECTOR OF COMMUNITY IMPACT**  
**NATIONAL COUNCIL OF JEWISH WOMEN DALLAS**

**I. Job Title:** Director of Community Impact

**II. Reports to:** Executive Director

**III. General Objective:**

Oversee and manage all community impact and advocacy programs and projects and work with NCJW Dallas Leadership to develop new ones.

**IV. Position Description:** The Director is responsible for oversight and management of all NCJW Dallas community impact programs and projects. Partners directly with the VP of Community Service and VP of Administration, advocacy and project chairs to assure that all programs are run through a social justice lens, deliver on time, and operate within budget. Works with leadership to expand community impact opportunities that directly meet our mission.

**V. Responsibilities:**

**Community Impact**

- A. Serve as primary staff liaison to the VP of Community Service, advocacy and project leaders and program committee chairs.
- B. Oversee and manage all community impact programs. To include, but not limited to:
  - Ensure the co-ordination, implementation and record keeping for each Co-Chair and Committee meeting including scheduling, developing the agenda, communicating details, and creating and/or distributing presentation materials and meeting notes
  - Keep up to date rosters of committees and community partners
  - Develop detailed annual budgets and manage expenses throughout the year
  - Develop a three-year strategic plan in partnership with VP of Community Service and Executive Director
  - Update and maintain relevant data
  - Develop volunteer recognition and thank you plans
  - Assist in the writing of eblast communications
  - Partner with VP of Community Service and Co-chairs of Research & Development committee to identify, research and implement project expansion ideas.
- C. Serve as the primary NCJW Dallas contact for volunteers, program participants, community partners, vendors.
- D. Work with NCJW Dallas Executive Director, Director of Development, and Communications team to ensure that all programs are branded and have necessary communication and marketing support. Develop volunteer recognition and thank you plans for each program in coordination with the Community Service VP and Membership chair.
- E. Work with the Communications team to assure that all programs are branded and

marketed throughout the community.

- F. Represent NCJW on community coalitions relevant to our programs.
- G. Work with the Executive Director and Director of Development to ensure that we are capturing relevant data for each program and that all programs are evaluated.

### **Development**

- A. Work with the Executive Director and Director of Development to support all development events/activities.
- B. Provide data for grants and other materials as necessary to support development.
- C. Work with the Director of Development to identify potential funders.

### **Leadership**

- A. Serve as primary staff liaison to the VP of Administration.
- B. Plan and implement various events and programs, serving as the lead staff when appropriate.
- C. Coordinate the annual Board Retreat and Board & Officer Installation with the President, CEO and VP of Administration.
- D. Assist the VP of Administration as needed to develop other programs.

### **Other**

- A. Attend NCJW Executive and Board meetings and other meetings as may be required.
- B. Prepare necessary budget documents for all programs and projects, including post-event financial reports.
- C. Work with other projects as assigned.

### **Qualifications include:**

- A Bachelor's degree (minimum), experience with community outreach, program management or volunteer management, strong organizational skills.
- Must be highly organized, detail oriented and self-motivated, familiar with multiple software applications, have excellent written and verbal communications skills and experience working with volunteers.
- Familiarity and agility using social media and other new and emerging communication technologies.
- Ability to work collegially on a team and with an entrepreneurial spirit.
- proficiency in Spanish or in a language other than English a plus.
- Must be proficient in MS Office, experience with Salesforce a plus.

*NCJW Greater Dallas is a grassroots organization of volunteers and advocates who turn progressive ideals into action. NCJW strives for social justice by improving the quality of life for women, children, and families and by safeguarding individual rights and freedoms. Founded in 1913, NCJW Greater Dallas has over a century of impact across the city. Through a three-pronged effort of service, education, and advocacy for systemic change, NCJW Dallas works to address the inequities of the city. All aspects of NCJW are non-sectarian. Learn more at [www.ncjwdallas.org](http://www.ncjwdallas.org). NCJW Greater Dallas is an equal opportunity employer. We welcome applicants of all backgrounds and identities with regard to race, ethnicity, religion, gender, age, sexual orientation, physical ability, or any other protected status.*

*To apply, please submit a resume along with a customized cover letter detailing your qualifications, the reason(s) for your interest in this specific position, and your salary requirements by November 1, 2022 to:*

*Shannon Morse, Executive Director  
NCJW Greater Dallas  
16910 Dallas Pkwy, Suite 104  
Dallas, TX 75248*

Applications via email required. Send to: [execdirector@ncjwdallas.org](mailto:execdirector@ncjwdallas.org)