



JOB DESCRIPTION

NextGen Associate Director

Department: Financial Resource Development

Reports to: Director of NextGen

FLSA Status: Exempt

Work Status: Full time

Salary Range: \$55,000 - \$60,000

Position Summary:

The Milwaukee Jewish Federation (MJF) seeks a dynamic, relationship-driven professional to serve as NextGen Associate Director, playing a key leadership role in shaping the engagement, leadership, and philanthropic pipeline for Jewish adults in their 20s, 30s, and 40s. This role is a dedicated partner in developing and executing strategies that deepen connection, build community, and inspire long-term involvement and giving. This role is community-focused and committed to building a better Jewish future for young adults in Milwaukee, and a self-starter who can manage a variety of tasks and details while serving a big-picture goal.

Working in close partnership with the Director of NextGen, the Associate Director will lead cohort-based engagement strategies, oversee NextGen communications and engagement programming, and manage a growing donor pipeline. The successful candidate will be a connector, strategist, and facilitator, skilled at building meaningful relationships, identifying leadership pathways, and aligning young adults with opportunities across the Milwaukee Jewish community.

Key Responsibilities:

- Community Building
 - Build and maintain strong, ongoing relationships with young adults across all ages and stages (20s, 30s, and 40s), serving as a connector within MJF and the broader Jewish community, creating pipelines of involvement, leadership and philanthropy.
 - Conduct one-on-one outreach to engage individuals, identify interests, and guide pathways for involvement, leadership, and philanthropy.
 - Stay informed on key life moments (new to Milwaukee, career changes, relationships, milestones) to provide timely and personalized stewardship.
- Leadership Development & Governance
 - Partner with the Director of NextGen to design and implement comprehensive learning and leadership development curriculums for various cohorts of various ages and stages.

- Lead cohort-based experiences, facilitating programs that build community, Jewish identity, and leadership development.
- Program Strategy & Execution
 - Assist in the planning and execution of NextGen programs and initiatives, aligning with the strategic vision set in partnership with the Director.
 - Identify opportunities to expand and evolve NextGen offerings to increase engagement, participation, and impact.
 - Oversee, develop, and implement process for peer-to-peer engagement alongside lay leaders.
- Philanthropy & Pipeline Development
 - Manage and grow a portfolio of NextGen donors and prospects, with a focus on building a sustainable pipeline of young adult philanthropy.
 - Partner with Director to develop and implement strategies to increase donor participation, retention, and giving levels within the NextGen demographic.
 - Lead prospect identification, tracking efforts, and stewardship efforts to ensure consistent pipeline growth and movement.
- Communications & Data Management
 - Oversee NextGen communications, including social media, newsletters, and digital engagement strategies.
 - Ensure consistent, compelling messaging that reflects the voice and priorities of NextGen and MJF.
 - Manage event-related data tracking, CRM entry, and reporting to inform strategy, measure success, and support decision-making.
 - Provide oversight of administrative functions supporting NextGen, including event logistics, registration, and follow-up.

Qualifications:

- Bachelor's degree required.
- Minimum 3+ years of experience in engagement, community building, nonprofit development, or related field.
- Demonstrated ability to build and sustain meaningful relationships with diverse stakeholders, including young adults and lay leaders.
- Experience managing projects, programs, or initiatives with increasing levels of responsibility and ownership.
- Exceptional interpersonal, communication (verbal and written), and facilitation skills.
- Highly organized, detail-oriented, and able to manage multiple priorities effectively.
- Creative thinker with a strategic mindset and a proactive approach to problem-solving.

Preferred Experience:

- Experience developing and executing engagement or leadership development programs.
- Experience managing volunteers or lay leadership structures.
- Familiarity with CRM systems and data-driven decision-making.
- Understanding of donor engagement and/or developing philanthropic pipelines.

Hours and Benefits:

This is a full-time position requiring a minimum of 38 hours per week. Typical office hours are Monday- Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with a remote option available 1-2 days per week. Occasional evening and weekend hours may be required.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, MJF observes 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

Work Environment & Physical Demands:

This position operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level.

This role frequently uses standard office equipment. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is primarily a sedentary role, however, occasional filing and transport of meeting or event materials will be required. This would require the ability to lift and/or move up to 15-20 pounds, usually waist high.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities, and activities may change at any time with or without notice.

How To Apply:

Please submit your cover letter and resume to HR@milwaukeejewish.org

About the Organization:

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation is to care for the needs of the Jewish people and to build a vibrant Jewish community in Milwaukee, in Israel and around the world. Learn more about the Milwaukee Jewish Federation at milwaukeejewish.org.

Equal Employment Opportunity:

The Milwaukee Jewish Federation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.