MILWAUKEE
JEWISH FEDERATION

JOB DESCRIPTION

NEXTGEN DIRECTOR

Department: FRD

Reports to: Senior Director of Affinities

FLSA Status: Exempt

Work Status: Full time

Starting Salary: $80,000 - $90,000

About the Milwaukee Jewish Federation

The mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. MJF does this through the development of community-wide financial support, planning, and allocations. Learn more about the MJF at https://www.milwaukeejewish.org/.

Summary/Objective

The NextGen Director builds the next generation of leaders for MJF and the Milwaukee Jewish community. The role designs and runs a leadership pipeline that identifies, develops, and places Jewish professionals ages 22 to 45 in meaningful volunteer, philanthropic, and governance roles.

The NextGen Director will:

- Design and lead a multi-stage leadership development pathway that moves young adults from first involvement to volunteer leadership roles across MJF and partner agencies.
- Identify, mentor, and cultivate emerging leaders, including Jewish professionals or expatriates returning to Milwaukee, so that Milwaukee is a thriving home for young Jewish professionals.
- Grow a culture of philanthropy among young adults by teaching the values and practice of Jewish giving, volunteerism, and collective responsibility.
- Measure leadership outcomes and report on how NextGen participants advance into MJF boards, committees, campaign leadership, and national roles.

Essential Functions

- Leadership Development (primary focus)
  - Design, implement, and evaluate a NextGen leadership development curriculum covering Jewish values, communal knowledge, governance, philanthropy, and leadership skills.
  - Recruit, select, and lead NextGen's flagship leadership development program, including curriculum, facilitators, and post-program leadership placements.
  - Build and sustain alumni engagement for MJF's premier young adult leadership fellowship program.
  - Create individual development plans for high-potential participants and match them with mentors from current MJF lay and professional leadership.
  - Place emerging leaders in board, committee, and campaign roles at MJF and partner agencies, and track their progress.
  - Identify and prepare candidates for the National Young Leadership Cabinet through Jewish Federations of North America and other national leadership programs.
  - Recruit for and staff our leadership development programs and missions, including pre-trip learning and post-trip leadership follow-up.

- Coordinate the Benjamin and John Nickoll Young Leadership Award Committee, including the selection process, honoree recognition, and mentorship programs.

- Leadership Pipeline and Engagement Strategy
  - Develop and implement a strategic engagement plan that moves young adults along a clear path from first contact to volunteer leadership roles.
  - Identify prospective leaders across professions and demographics, with focused outreach to newcomers and returning expatriates.
  - Collaborate with other MJF departments so NextGen participants find leadership roles across the organization.
  - Build working relationships with other Milwaukee organizations serving young Jewish adults, coordinating efforts and sharing leadership talent.
  - Partner with MJF Marketing on a communications plan, including traditional and social media, that tells the story of NextGen leaders and their impact.

- Volunteer Leadership and Governance
  - Recruit and develop an exceptional NextGen Council of young professionals, and coach council members to lead peers, set direction, and own the work.
  - Provide structure and management for the governance of the NextGen Council and its subcommittees.
  - Create and manage the council schedule and agendas, using meetings as leadership practice for members.
  - Coach volunteer leaders to plan and lead NextGen programs, so that programs serve as hands-on leadership experience rather than staff-run events.

- Philanthropic Leadership and Campaign
  - Teach and model philanthropic leadership, preparing young leaders to give, ask, and lead campaign efforts.
  - Oversee the campaign for donors under 45, including NextGen fundraising activities.
  - Recruit, train, and manage campaign volunteers, including the NextGen campaign chair, and oversee their solicitations.
  - Retain and expand participation in the Ben Gurion Society, MJF's giving society for NextGen donors contributing $1,000 or more annually, through the renewal of existing donors and the identification, cultivation, and solicitation of new members.
  - Create a solicitation and engagement plan for each council member and other key participants and volunteers.
  - Manage and steward a portfolio of approximately 30 assigned donor households
  - Solicit 100% of the NextGen Council and committees face-to-face, alone or with a lay leader.
  - Hold a minimum of 40 face-to-face meetings/solicitations.
  - Support other campaign responsibilities, including phone solicitations and staffing events, as needed.

- Programs
  - Oversee a focused calendar of social, educational, and philanthropic programs that serve as entry points into the leadership pathway.
  - Delegate program planning to Associate Director with volunteer leaders and subcommittees wherever possible to maximize participation.

- Administrative Tasks
  - Maintain budgets for leadership development and NextGen programs.

- Track participant progression and leadership outcomes and report on them regularly.
- Enter all contact reports into the data system after visits, meetings, and programs.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Required Experience
- Bachelor's degree required; master's degree preferred.
- Minimum of five (5) years of experience in nonprofit development, leadership development, or community engagement.
- Established experience designing and delivering leadership development programs, fellowships, or training curricula.
- Demonstrated experience of recruiting, coaching, and mentoring volunteer leaders.
- Proven track record of moving participants into volunteer leaders and governance roles.
- Strong background as a trailblazer for new and innovative approaches to reinvigorate and grow a strong, vibrant young Jewish community.
- Familiarity working with CRM and donor/constituent databases.
- Proficiency in Microsoft Office 365.
- Experience using social media platforms such as Instagram, Facebook, X, and TikTok.

Required Skills/Abilities
- Skilled coach and facilitator who can bring out leadership potential in others.
- Capability to design curriculum and learning experiences for adult learners.
- Ability to identify talent and build a pipeline of future leaders.
- Strategic thinker, with proven success in planning, evaluation, and/or analysis.
- Exceptional organization and communication skills, both written and oral.
- Demonstrated excellence with developing relationships and work with a diverse population.
- Ability to manage multiple priorities and oversee projects from concept through execution.
- Fundraising experience, including face-to-face solicitation.
- Commitment to developing connections in the Greater Milwaukee area across the broader Jewish community.
- Interest in working in the Jewish world and a desire to move Federation's mission forward for the benefit of our community.

Supervisory Responsibilities
- Associate NextGen Director

Work Environment & Physical Demands
This job operates in a professional office environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. This role frequently uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. This position requires frequent local travel. Candidates must have a valid driver's license, access to a car, and the ability to safely operate a motor vehicle, with or without reasonable accommodation, including sitting for extended periods, using hands and feet to control the vehicle, and getting in and out of the vehicle.

This is largely a sedentary role; however occasional filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift and/or move up to 15-20 pounds, usually waist high. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. The position requires attending programs and meetings, including evening and weekend gatherings, with engagement with others as an expectation.

Additional Notes
A successful candidate will be autonomous and entrepreneurial, a natural mentor who is energized by helping others grow into leaders. This person builds a culture of leveraging connections and resources to attract and develop talent in the Milwaukee, WI area, and holds a clear vision for the growth and future of NextGen leadership.

Please note 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.

To Apply
To be considered for this position, please send a cover letter and resume to HR@milwaukeejewish.org.

Equal Employment Opportunity (EEO)

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) 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.