

Community and Special Projects Manager

Honeycomb seeks a highly motivated, dynamic, self-starter to join the small and dynamic team. We seek someone who is flexible in how they work and capable of holding multiple priorities. The Community and Special Projects Manager will be a critical member of the team who will connect and build relationships with the Honeycomb Network and its affiliated partners. Establishing relationships and supporting growth and learning opportunities for the field of youth philanthropy is fundamental. Your experience will also support the development of new resources, create new content and curriculum and provide one-on-one support to program providers. This position will work closely with the full team on supporting new consulting opportunities in the field, together with establishing new partnerships for the organization.

The position will serve under supervision of the Executive Director.

Who we are

Honeycomb (previously known as The Jewish Teen Funders Network) is the leading resource for all educational content, resources and experiences to allow educators, professionals, parents and organizations to engage youth in strategic grantmaking. Honeycomb's vision is to create generations of engaged, empowered, and experienced Jewish changemakers and givers.

Honeycomb's strategic direction includes creating new resources, curriculum and training for professionals and lay leaders to engage Jewish youth in philanthropy. Honeycomb is a project of the Jewish Funders Network (JFN), an international organization dedicated to advancing the quality and growth of Jewish philanthropy.

Key Responsibilities of the role

The primary focus of the role includes;

- Network management and support
- Program/ special project management
- Curriculum and resource development

Network management and support -

1. Oversee one-on-one support and serve as an initial point of contact for new and existing Jewish youth philanthropy programs. This includes guidance on Jewish youth philanthropy program implementation.
2. Establish and nurture relationships with national youth serving organizations.
3. Establish relationships and support growth and learning opportunities for the Honeycomb network.
4. Develop and facilitate in-person and online learning opportunities for the Honeycomb network
5. Consult with organizations and professionals looking to launch new Jewish youth philanthropy programs outside of formal Honeycomb initiatives

6. Update and manage Honeycombs Giving Hive platform and increase wider organization use of the system.
7. Manage Honeycomb's program directory, resource center and database.
8. Represent Honeycomb in the field at relevant events, conferences, and trainings, as an attendee or presenter

Program / special project management -

1. Oversee and manage dedicated projects and initiatives as they arise. This includes working in collaboration with the Honeycomb team to support and manage new projects.
2. Strategize learning and skill development opportunities for professionals and other stakeholders working with the Jewish teens
3. Work together with the team to deliver professional development programs, Honeycomb Summit, in-person professional development workshops, etc.
4. Manage logistics for Honeycomb trainings, meetings, and conferences
5. Manage Honeycomb's program directory, resource center, and database, including content and idea creation from the Honeycomb team.
6. Support and contribute to online and print materials as needed - including providing input into any Honeycomb content such as studies, images, infographics, Honeycomb summit and programs.
7. Oversee and manage field wide research, including various surveys and landscape field assessment and professional surveys. These are conducted in partnership with expert evaluators as work complexity requires.
8. Manage and facilitate the Youth Ambassador Council (YAC) program and elevate opportunities afforded by the program to participating teens.
9. Provide administrative, logistic and organizational support to existing and new Honeycomb initiatives including, but not limited to, Opening the *Dor*, Facilitator Training, LearningLab, Honeycomb Summit, Professional Learning Series, and others.

Curriculum and Resource Development -

1. Support the development of new resources, create new content and curriculum and provide one-on-one support to program providers.
2. Develop, write, and edit program materials and curriculum as they relate to specific projects/programs.
3. Drive the ongoing creation, maintenance, adaptation, and expansion of Honeycomb's Changemaker curriculum.
4. Work in partnership with the Honeycomb team to develop new resources and tools.
5. Support and contribute to online and print materials as needed - including providing input into any Honeycomb content such as studies, images, infographics, Honeycomb summit and programs.
6. Develop and facilitate in-person and online learning opportunities for the Honeycomb network.
7. Work collaboratively with our team to develop resources and innovative strategies, document our work, collect data, and participate in strategic planning and visioning.

Key Competencies and Qualifications

- Minimum 6 years of work experience developing and implementing creative Jewish programming (experience in youth programming, philanthropy, experiential educational or training preferred, but not required)
- Extensive experience in establishing new partnerships and building personable relationships with stakeholders from all sectors of the community
- Strong communication skills, and ability to deliver content in easy to understand language and conversation.
- Minimum education of a Bachelor's degree.
- Familiarity with Jewish culture and the Jewish community.
- A resourceful and solution-oriented presenter, effectively utilizing experiential education practices, including virtual learning platforms, tools, and materials
- Solid organizational skills and excellent attention to detail with the ability to prioritize, manage multiple assignments, and meet deadlines.
- Excellent computer skills, including proficiency in Slack, Asana, Microsoft Office suite and Adobe products and MailChimp.
- Exceptional interpersonal skills and the capacity to work both independently and as part of a small, entrepreneurial team.
- Commitment to professional growth and learning.

What we offer

- This is a full-time position (with occasional evening / weekend work.)
- Competitive salary in the range of \$70k-\$80k depending on experience.
- Hybrid working environment - 4 days onsite in our New York City office and 1 day working from home (Friday).
- Honeycomb / JFN offers a competitive compensation and benefits program including comprehensive health insurance, 401k plan, paid family leave, commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- A positive work environment with exposure to great learning opportunities and the chance to work with some of the top professionals in the field of Jewish Youth Education

How to apply

Interested candidates should submit a letter of interest and resume outlining suitability to this role. Any examples of curriculum writing should also be included in the submission, in addition to any links to online programs /content created. Please submit all materials to info@honeycomb.org - please include "Honeycomb – Community and Special Projects Manager" in the subject line.



Honeycomb /JFN is strongly committed to equal employment opportunities for all individuals. Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Honeycomb encourages you to break that statistic and apply.

Honeycomb will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline, or termination.

