

## Executive Director

[Honeycomb](#) seeks a strategic, creative, and entrepreneurial professional to lead a dynamic, small team to grow and expand the field of youth philanthropy as well as the capacity of the organization. The Executive Director will be an inspirational advocate for Jewish youth philanthropy, with a passion for Judaism, and a masterful generalist with a can-do approach. The successful candidate will have a track record of effective leadership and management experience and will be open to and familiar with program development and scaling, field-building, and organizational partnerships. This individual must be motivated, dynamic, self-starter who can be creative with ability to execute on strategic plans and vision of Honeycomb. This is an extraordinary opportunity for a talented individual to take a solid organization and expand its reach to an increasing number of Jewish youth.

Reporting to the Chair of Honeycomb Advisory Board and Executive Vice President – [Jewish Funders Network](#), this role will directly be supervising a current team of 3 professionals and will lead vision, strategy, and all operations for Honeycomb. The Executive Director will be responsible for visioning, budget, program development, evaluation, fund development, and oversight. The successful candidate will have the ability to develop strong professional relationships with key stakeholders, lay leaders, and program leaders.

### **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 understands youth philanthropy as a vector to develop a deeper sense of Jewish identity, leadership, solidarity, and social responsibility. 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**

#### **RESPONSIBILITIES:**

- Provide visionary, strategic leadership to funders and staff in Honeycomb's work to increase the transformative and normative nature of Jewish youth

philanthropy programming, which engages teens in hands-on giving as informed by best practices and Jewish values

- Oversee planning, development, implementation, and evaluation of existing and new initiatives to advance Honeycomb's vision
- Manage \$1.2 million annual budget
- Raise awareness of Honeycomb and Jewish teen philanthropy through public speaking, teaching, and writing
- Manage staff and grow the Honeycomb team to expand capacity to support a quickly-growing field
- Ensure the financial sustainability of the organization, increasing both the development capacity of the team and increasing funds directed towards Honeycomb
- Cultivate, support, and work in partnership with the Honeycomb Advisory Board
- Develop and deepen partnerships with key stakeholders and partner organizations

**CORE COMPETENCIES:**

- Self-starter with strong interpersonal skills, including the ability to communicate effectively (both orally and in writing)
- Capacity and proven skill in working both in partnership with others and independently to develop ideas and model initiatives
- Able to adapt to changing needs and to manage several projects concurrently while maintaining a high level of quality
- Collaborative and comfortable working closely with funders, as well as with professional leadership
- Keen eye for detail
- Willingness to "roll up sleeves" to manage day-to-day operations in a small start-up organization without dedicated support staff
- Ability and willingness to travel frequently
- Enthusiastic, organized, highly motivated, responsible, creative, and flexible
- Passion for, and comfort with, Jewish Peoplehood and Jewish Values
- Proficiency in Microsoft Office Suite; familiarity with Excel required

**QUALIFICATIONS:**

- Minimum of Bachelors' degree or equivalent required
- Ideal candidate has a minimum of 7 years of relevant professional experience, including proven track record in scaling projects and strategic growth
- Experience in supervision, personnel hiring and training, budgeting and accountability for annual budget of at least \$1 million
- Experience in development, including planning, budgeting, grant solicitation, and financial reporting
- Experience working with lay leadership and staffing committees



- Experience in Jewish youth philanthropy ideal; otherwise, experience in related fields such as: Jewish philanthropy/giving circles, teen leadership, and/or experiential education

### **What we offer**

- This is a full-time position with occasional evening/weekend work and travel.
- Competitive salary in the range of \$130,000-\$150,000
- Hybrid working environment - 4 days onsite in our New York City office and 1 day remote (Fridays)
- Honeycomb / JFN offers a competitive compensation and benefits program including comprehensive health insurance, 401k plan, paid family leave, and commuter benefits
- Early close on Fridays for Shabbat and closed for most Jewish holidays
- Opportunity build on, and envision a future for, a small but established organization supporting an continually growing and impactful field in North America and Israel
- 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 to [search@jfund.org](mailto:search@jfund.org), using "Executive Director of Honeycomb" in the subject line. Only email submissions will be accepted.