



Allentown, PA

Position Title: Jewish Chaplain/Hillel Director
Supervisor: College Chaplain
Classification: Administrative Management (exempt)

Join Hillel at Muhlenberg College as the Jewish Chaplain/Hillel Director to help enrich students and shape the future of Jewish life on campus. You'll oversee a strong organization that engages students in Jewish life and connects to the lives of Jewish students Muhlenberg College.

The Jewish Chaplain/Hillel Director will build the strategy for engagement of all Jewish students on campus and support a pluralistic, dynamic organization. Under your leadership, Hillel at Muhlenberg College will develop as a Hillel of excellence in partnership with all its key stakeholders. You'll be able to chart a path for the Hillel on campus and develop key resources to help students thrive. You'll be excellent in this role if you are passionate about leading a team, setting the strategic vision for your Hillel, developing human and financial resources, supporting student leadership, and strengthening the ties between Hillel and your community. You and your team will create an inviting place that inspires students to explore, experience, and create vibrant Jewish lives.

The Jewish Chaplain/Hillel Director serves as part of the College's interfaith ministry team and provides religious and community-building opportunities to Jewish students through the College's Hillel. Working closely with students, faculty and staff, the College Chaplain and other Religious Life colleagues, and with the local Jewish community, the Director provides strategic vision, leadership, and managerial oversight for Hillel and the Leffell Center for Jewish Student Life. The Chaplain/Director works full-time and reports to the College Chaplain.

Characteristic Duties and Responsibilities

- *Strategic Vision and Leadership:* Develop, articulate and promote a vision for Jewish life on campus in partnership with key stakeholders including students, College employees, Federations and member agencies, professional staff, Jewish community leaders and Hillel International.
- *Jewish Religious Observance, Celebration, and Learning:* Encourage and promote a pluralistic approach to religious expression through holiday and Shabbat observances. Oversee formal and informal opportunities for Jewish learning.

- *Programming:* Ensure a broad program, including social, educational, social justice and Israel-oriented programs that are accessible to a wide range of students across the campus community. Implement assessment tools and use assessment data to plan for the future.
- *Pastoral Care:* Provide short-term pastoral care and/or referral to any student, faculty or staff member of any/no religious or spiritual tradition seeking support.
- *Interfaith Engagement:* Develop strong working partnerships with the interfaith Religious Life staff. Support the efforts of the student Interfaith Leadership Council and other interfaith programming on campus.
- *Student Leadership Development:* Oversee leadership development opportunities for students on the Hillel Board, as well as other students throughout the organization.
- *Financial Resource Development:* In close coordination with the College's Advancement Office, lead alumni, parent and student engagement and fundraising efforts to sustain Hillel's operations. This will include developing and executing a near- and long-term engagement and fundraising strategy, donor identification, solicitation of leadership, annual and planned gifts, creating appropriate digital and direct mail engagement and solicitation pieces, as well as appropriate stewardship efforts.
- *Fiscal and Administrative Management:* Oversee the fiscal operation of Hillel through budget planning and management processes. Oversee the management of all Hillel physical resources, including equipment and facilities.
- *Human Resource Management:* Supervise professional and administrative support staff and provide professional development opportunities.
- *Communications & Marketing:* Provide leadership in marketing, public relations and promotional activities. Build and maintain strong relationships with parents, alumni, and donors.
- *Community Partnerships:* Develop strong working partnerships with other College departments and local Jewish communities and organizations.

Qualifications

- Proven track record of professional success, with training and/or experience in pastoral care, Jewish education, financial resource development, donor relations and organizational management ideal.
- Demonstrated staff management skills and ability to build partnerships with diverse constituencies.
- Strong knowledge and understanding of the diversity of Jewish life.
- Outstanding communication and interpersonal skills.
- An advanced degree and 5+ years of professional work experience preferred.

An equal opportunity employer, Muhlenberg College is committed to recruiting and retaining outstanding faculty and staff from racial and ethnic groups that have been traditionally underrepresented in higher education. For additional information about Muhlenberg's commitment to diversity and inclusion, applicants can find the latest updates to the College's Diversity Strategic Plan at this link:

<http://www.muhlenberg.edu/main/aboutus/president/initiatives/diversityatmuhlenberg/>)