June 9, 2020
Executive Director

Organization
Founded in 1972, the Indiana Jewish Historical Society (IJHS) collects, preserves, publishes, and shares the history of the Jewish experience in Indiana. The materials we collect are included in our archives which are cared for and housed by the Indiana Jewish Historical Society in Indianapolis. IJHS also encourages and promotes the preservation of Jewish historic buildings, monuments, markers, and cemeteries. IJHS disseminates historical information by publishing material in all media and organizing educational projects and programming. For more information, please visit www.ijhs.org.

Position Description
Reporting to the volunteer IJHS Board of Directors, the Executive Director (ED) will have overall strategic responsibility for the Indiana Jewish Historical Society’s (IJHS), educational activities, fundraising, grant-writing, publications and execution of the IJHS mission. S/he will also have overall operational and administrative responsibility for IJHS communications, membership, financial records, mailings, and online presence. This is a part-time salaried position and the ED will typically dedicate 10-20 hours per week to IJHS activities. Candidate’s location in Indianapolis is not a requirement. Occasional travel is required. Base plus bonus pay is commensurate with experience.

Responsibilities

Program Management:
- Organize and plan all IJHS programs and events including those which are independent or co-hosted, virtual or in-person.
- Arrange logistics of all events and meetings including invitations, locations, menus, payment of honorariums, reservations, thank-yous and vendors.
- Actively seek out new acquisitions of archival material for repository in Indianapolis.
- Build project partners and collaborations for programs and ideas to increase awareness of Indiana’s Jewish history.

Fundraising & Outreach:
- Continue to build partnerships in additional communities, establishing relationships with the funders and community and religious leaders in each expansion community.
- Expand revenue generating and fundraising activities such as grants to support existing program operations and programming expansion while simultaneously meeting budgetary restraints.
- Communicate about the IJHS Endowment Fund with the Jewish Federation of Greater Indianapolis.

Communications:
- Actively promotes the IJHS to other Jewish organizations throughout Indiana.
- Communicates frequently with the Board and committees about meetings, activities, events, functions, and programs.
- Answers and responds to membership and research emails, mail and phone calls.
- Creates and distributes quarterly email newsletter (and mail where necessary).
• Actively engages and energizes IJHS volunteers, board members, event committees, members, partnering organizations, and funders.
• Develops, maintains, and supports a strong Board of Directors; serves as ex-officio of each committee, seeks and builds board involvement with strategic direction for both ongoing operations as well as for future expansion and growth.
• Manages and grows the online presence of IJHS through website and Facebook account.
• Uses mobile apps such as mileage and hours trackers, and remote phone dialer.

Administration (directly coordinate the successful completion of the following by assisting and overseeing committees and volunteers):
• Conducts all purchases allocated within approved budget.
• Visits Indianapolis office and checks for mail at least once a week.
• Maintains IJHS membership database(s) by processing all new IJHS memberships and managing the renewal of all memberships.
• Maintains organized official IJHS files in electronic format that pertain to donations, publications, and projects, including correspondence, in a confidential manner.
• Acknowledges all donations in writing via thank-you letters.
• Mails new publications to members, sales and mailing of all publications.
• Maintains IJHS financial accounts and records, deposits checks, pays invoices, and reconciles monthly bank statements.
• Uses QuickBooks for financial and recordkeeping purposes and produces monthly financial reports for the Board Treasurer.
• Prepares, in conjunction with the Board Treasurer, budgets and financial reports for Board of Director Meetings and other board-level activities.
• Assists outside CPA in completion of IRS Form 990 Annual Report.
• Processes monthly payroll.
• Overall responsibility for Board and Membership Meetings and all Board-level events

Qualifications
• Advanced college degree and/or related professional experience.
• Proven leadership, fundraising, marketing, public relations experience.
• Excellence in nonprofit organizational management with the ability to set and achieve strategic objectives, and manage a budget.
• Past success working with a volunteer board of directors and ability to cultivate existing and potential board member relationships.
• Proficiency with QuickBooks.
• Proficiency with MS Office, MailChimp or Constant Contact, Facebook, WordPress or other website management platform, and Google Drive.
• Polished communication skills and experience working with a team remotely.