

EXECUTIVE DIRECTOR
NATHAN AND ESTHER PELZ HOLOCAUST EDUCATION RESOURCE CENTER (HERC)
MILWAUKEE, WISCONSIN

MISSION

The Nathan and Esther Pelz Holocaust Education Resource Center (HERC) is dedicated to the building of a life affirming society which is predicated on the values of tolerance, diversity, dignity and respect toward all human beings.

HERC, a program of the Milwaukee Jewish Federation, engages and serves middle and high school as well as college students and adults through educational programs and Holocaust survivor testimonials.

POSITION OVERVIEW

HERC's Executive Director (ED) must be a compassionate, collaborative leader, a highly skilled individual with diverse skills and experiences which are necessary to guide and lead a non-profit organization with an essential societal mission and highly talented staff of individuals and a corps of dedicated volunteers.

Experience in the field of education and the Holocaust is necessary. This individual will fulfill the organization's mission by proactively and effectively advancing program development and promotion, as well as communicating with stakeholders to advance name and purpose recognition. Fundraising responsibilities include grant writing, donor cultivation and solicitation, and supervision of annual campaigns.

The ED will be the public face of HERC, building strong relationships with donors, volunteers, partners, and educators. The ED is expected to expand the network of support for programs and fundraising, as well as the future direction of the organization.

The ED reports directly to the Board of Directors and will work closely with the Board to develop and implement a strategic plan focused on growth in programming, revenue and operations. The ED will foster strong relationships with local and regional educators and administrators, Community leaders, media partners and donors.

GENERAL RESPONSIBILITIES:

- Raises funds to sustain the Center's programs and staff collaborating with the Center's Executive Committee.
- Supervises all Center programs and personnel and provides overall leadership for the Center's operations.
- In collaboration with the HERC Executive Committee creates and implements governance policies, procedures and yearly budget.
- Fosters and maintains partnerships with organizations in the Jewish and broader community.
- Promotes and increases the Center's visibility.
- Maintains an active volunteer network in collaboration with HERC staff and the HERC Governing bodies.

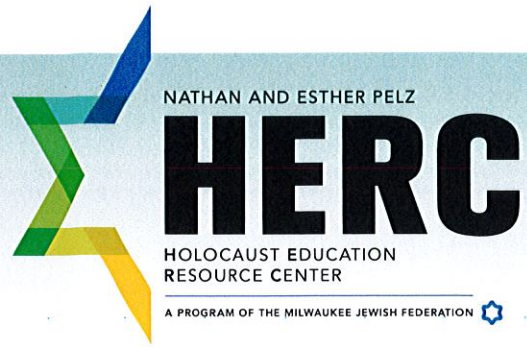
Nathan and Esther Pelz Holocaust Education Resource Center

Arleen Peltz, *Chair* • Brittany Hager McNeely, *Director of Operations*

1360 N. Prospect Ave. • Milwaukee, Wisconsin 53202-3094
BrittanyH@MilwaukeeJewish.org • 414.963.2714
HolocaustCenterMilwaukee.org

Milwaukee Jewish Federation

Moshe Katz, *Board Chair*
Miryam Rosenzweig, *President & CEO*



DUTIES AND RESPONSIBILITIES:

Fundraising, resource and development

- Spearheads, plans and implements a series of fun raising activities working with lay volunteers and professional staff.
- Works with leadership to develop strategic long range plans to help sustain Holocaust remembrance and education today.
- Responsible for grant development and writing.
- Oversee and ensure quarterly fundraising letter and fundraising event in collaboration with a lay committee.

Educational Responsibilities

- Oversee outreach/expansion of student educational programs and teacher training, recruitment and evaluation.
- Within the Speakers' Bureau, work with volunteer training, content and quality of presentation.
- Plan and evaluate special educational programs and events.
- Cultivate partnerships with other Jewish and Non-Jewish community educational organizations and institutions.
- Communicate and report regularly with HERC Executive Committee, HERC chair and Milwaukee Jewish Federation.
- Develop additional new programs/grants according to the needs of the community.

Administration

- In collaboration with the Chair and the HERC's Executive Committee, assures that governing procedures are implemented and that a budget is created and implemented.
- Provides supervision of all phases of the Center's programming, governance and personnel.
- Meets with appropriate committees and with project staff and volunteers to make sure that a well-rounded program of Holocaust education and remembrance activities are presented each year.
- Report quarterly to donors and foundations.
- Assures a high level of quality in the Center's programming and services.
- Create and staff a volunteer Governance/Personnel committee to make appropriate recommendations and to explore succession planning.
- Monthly meeting with Chair will include reports on programming status, as well as fund raising initiations and potential opportunities for growth.

Marketing and Community Relations

- In conjunction with a lay committee, coordinates the creation and implementation of a Well-conceived and executed marketing plan.
- Create a quarterly newsletter to volunteers, donors and foundations.
- Expand outreach through networking with community leaders and volunteers in the Jewish and general community.
- Maintain positive working relations with the Milwaukee Jewish Federation.
- Respond to emerging situations in collaboration with Jewish Community agencies and Officials such as the Jewish Community Relations Council or the Milwaukee Jewish Federation.
- Increase volunteer base to advocate for HERC, attend programs, act as community ambassadors.

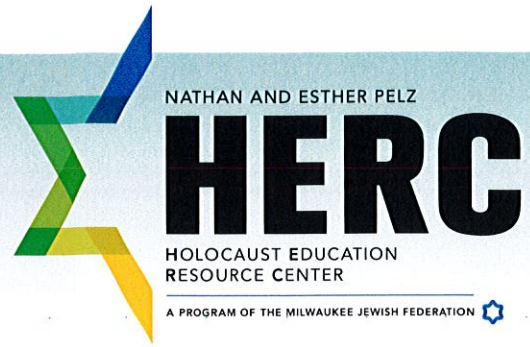
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QUALIFICATIONS:

- Master's Degree.
- Experience in fundraising and development.
- Supervisory experience.
- Previous experience as an educator with a strong background in Holocaust education.
- Commitment to significant evening/weekend program attendance with occasional out-of-town travel to conferences etc.

SKILLS/EXPERIENCE/ABILITIES REQUIRED:

- Good communicator and enthusiastic, positive motivator.
- Ability to work with volunteers, donors and other professional partners.
- Good writing skills.
- Good organization and computer skills with the ability to input and use a data base.
- Excellent attention to detail.
- Knowing of Holocaust/tolerance teaching.
- Working understanding of budgeting process

SALARY AND BENEFITS:

Salary commensurate with education and experience, complimented by a benefit package

NON-DISCRIMINATION:

HERC does not discriminate on the basis of race, religion, gender, age, national origin, disability, sexual, orientation or military status.

APPLICATION PROCESS:

To apply for this position, submit resume and cover letter to: HR@MilwaukeeJewish.org

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