

# ONETABLE // Associate Director, Field

Inspired by ancient Jewish wisdom, **OneTable** is a North American Jewish nonprofit dedicated to community building. In 2014, OneTable was initially created for those aged 21-39ish, to find, share, and enjoy Shabbat dinners, making the most of their Friday nights. Ten years later we have expanded our family of offerings to include Together @OneTable, peer-led Shabbat dinners for older adults, and Powered By OneTable, making our [signature digital platform](#) available to other engagement-oriented organizations. We are more committed than ever to making community-building accessible, inclusive, and meaningful for all—OneTable at a time.

## **JOB DESCRIPTION:**

The Associate Director, Field (AD) is a position that will co-lead the field team and oversee OneTable's core work towards achieving the ambitious goals of our strategic plan. The new AD, Field will join a team of 3 existing ADs. The AD will, first and foremost, supervise members of the field team as well as co-design and implement strategies, track progress towards overall team goals, and lead cross-departmental projects that advance organization-wide strategic priorities. As with all positions at OneTable, responsibilities will evolve requiring this person to be flexible as the role develops.

## **Responsibilities and Measures of Success:**

### Management

- Directly supervise 4-6 members of the field team
  - Actively manage your supervisees to hit campaign and organizational goals - develop strategies and work plans, provide constructive feedback and guidance as they work towards them, create opportunities to learn from both successes and setbacks, and hold staff accountable when they fall short
  - Support supervisees to partner with Development team members on fundraising initiatives which may include: prospect identification, stewardship of low level gifts, grant material generation, and strategic conversations involving funding sources of supervisees' regions
  - Support supervisees with creation and execution of local partnerships and implementation of national partnerships
  - Support supervisees to share Jewish Learning efforts with their local OneTable communities
  - Onboard new members to the field team
  - Report updates on direct supervisees and general field happenings to co-ADs and Director of Field

### Field Leadership

- Contribute to a safe, welcoming, and inspiring organizational culture
- Act as a leader across the field team with the ability to step in and support any member of the field team as necessary

- With co-ADs, share responsibility for crafting agendas and facilitating field team meetings
- Hold “big picture” of the field team, connecting dots and recognizing trends across the team, continually asking what’s working and what’s not and iterating as needed
- Serve as a point of contact between the field and the rest of the OneTable team
- Contribute to strategic conversations regarding the Field department
  - Help to execute strategy from Chief Program Officer and Director of Field
  - Move forward parts of the Strategic Plan around OneTable’s core work

#### Organizational Leadership

- Build productive working relationships across the organization to drive projects forward with Tech, Marketing + Communications, Development, Partnerships & Jewish Learning teams
- Represent OneTable as needed with partners, donors, and other stakeholders
- Communicate effectively with members of executive leadership
  - Share solution-oriented feedback
  - Lead with a kind, passionate and creative spirit

#### Qualifications/Key Attributes

- Proven experience managing others to achieve ambitious goals (at OneTable or in previous roles).
- Experience working with Salesforce on an intermediate level (creating/pulling reports, dashboards, etc.).
- Ability to calmly navigate difficult situations with potentially competing priorities, contradictory views, and strong emotions.
- Strategic and analytical thinker with ability to pivot from big picture to detailed implementation as needed.
- Ability to juggle multiple streams of work, prioritize, and problem solve in complex and nuanced situations.
- Kind, communicative, passionate, creative, and always willing to improve
- A willingness to travel. Travel may include in-person events and meetings with members of the field team, donors or partner organizations to gain greater understanding of the needs of a particular community, build relationships and provide support as we exponentially increase the number of individuals Shabbating with OneTable.
- Ability and openness to learning and trying new things in order to achieve the ambitious goals we have set.
- Knows when to ask for assistance, does not shy away from hard conversations, can live in the gray.
- Commitment to building collaborative leadership structure with co-ADs including shared decision making, handing off of projects, and shared problem solving.
- A passion for Shabbat and the opportunity to take a weekly pause. A commitment to helping others develop a Shabbat practice in a non-prescriptive way.
- A willingness and understanding that we are a national organization and this job may require you to work outside regular business hours to accommodate needs in other timezones.

**Benefits Package:**

Compensation for this role starts at \$68,000. plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
  - Paid time off (PTO) for personal, sick days, and vacation.
  - The office is closed for all major Jewish holidays, and most federal holidays.
  - OneTable offices are also closed the July 4th week and December 25 - January 1.
  - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

**Location:** OneTable offers a flexible hybrid work policy. Full-time employees may choose to work from an office space (3 - 5 days a week) or fully remote. Eastern or Central Time Zone hours required for this role.

**Start Date: Immediately**

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**To Apply:**

[Click](http://www.onetable.org/careers-apply) to fill out our online application: [www.onetable.org/careers-apply](http://www.onetable.org/careers-apply)  
Questions? Email [careers@onetable.org](mailto:careers@onetable.org)

**Application Process:**

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of a Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description.
- 2-3 rounds of interviews with members of the OneTable team.
- Applicants who move forward may be asked to complete a written task and/or submit writing samples of their past work.
- 2-3 professional references will also be required.
- There may be additional conversations with other OneTable colleagues

**Note:** *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with "field insiders," OneTable does not accept informal recommendations from individuals with personal connections to our*

*staff or Board members and cannot factor such referrals into selection of candidates for interviews.*

**Equal Opportunity Employer:**

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.