

# ONETABLE // Associate Director of Field, NY

**About OneTable:** OneTable is a national 501(c)(3) non-profit that empowers people to find, share, and enjoy Shabbat dinners through [our gathering platform](#), changing their Friday nights into something transformational. ([Read about our impact here.](#)) Our core values inform everything we do: joy, elevation, and welcoming.

We're constantly growing. So far, we've been able to support the Shabbat practice for over 185,000 unique participants in more than 500 U.S. cities. OneTable is on track to surpass 250,000 unique participants by the end of 2023.

## **JOB DESCRIPTION:**

The Associate Director (AD) will drive strategy for the growth and support of our New York hub and supervise members of the New York field team. New York is OneTable's largest hub making up ~25% of all OneTable dinners. [Our new strategic plan](#) includes ambitious goals to reach 10% of the total addressable target market by the end of 2025 (~140,000 people nationally). To do that we are growing our internal structure/capacity which includes hiring a new AD of Field, NY. As with all OneTable roles, this position is iterative and will evolve over time with input across teams.

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

### Management

- Supervise NY Field Team
  - Support 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
- Contribute to a safe, welcoming, and inspiring organizational culture

### Strategic Leadership

- Hold "big picture" of the NY hub, connecting dots and recognizing trends, continually asking what's working and what's not and iterating as needed
- Develop strategy for geographic and affinity group growth
- Develop strategy for local partnerships
- Partner with Development team members on fundraising initiatives in NY which may include: prospect identification, cultivation and stewardship of donors, strategic conversations involving funding sources, grant material generation, and programmatic elements for donor events
- Contribute to strategic conversations regarding the Field department
  - Help to execute strategy from Chief Program Officer (CPO)
  - Move forward parts of the Strategic Plan around OneTable's core work in New York

### Organizational Leadership

- Build productive working relationships across the organization to drive projects forward with tech, marcomm, development, partnerships & Jewish learning teams
- Serve as a point of contact between the field and the rest of the OneTable team around the NY hub
- Represent OneTable locally and nationally as needed with partners, donors, and other stakeholders
- Report updates on NY hub happenings to co-ADs and CPO
- Communicate effectively with members of executive leadership
  - Sharing solution-oriented feedback
  - Leads 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 growing a community-based organization
- Experience sourcing and stewarding partners and donors
- 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
- 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.
- 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:

This position is an exempt salaried position.

The salary is \$65,000 - \$70,000 annually 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, as well as most federal holidays.
- OneTable offices are also closed during 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:** New York City

**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 Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description
- Applicants that move forward to the first round screening will have an interview with a member of OneTable's People Team
- Applicants that move forward will interview with the CPO
- Applicants that move forward after the second round interview may be asked to complete a written task
- There may be additional conversations with colleagues with whom they would be working.

**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 Mizrachi 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.