

ONETABLE // Interim Vice President, Program

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.

This is a temporary, full-time position with an immediate start date. The expected end date is October 31, 2024; however, the position may end sooner or request to be extended if circumstances warrant.

JOB DESCRIPTION:

Reporting to the Chief Program Officer (CPO), the Interim Vice President, Program is the lead partner to the CPO in visioning and managing the organization's Program Team, comprising more than 50% of OneTable's staff. Guided by OneTable's strategic goals, and commitment to excellence, integrity and warmth, the Interim VP, Program will play an essential role in supporting staff and end-users during this especially challenging time for the Jewish community. As with all positions at OneTable, responsibilities will evolve requiring this person to be flexible as the role develops.

Primary responsibilities include:

1) Leadership and Organizational Strategy

- Partner with CPO to provide leadership and oversight of the overall strategy of OneTable's program offerings.
- Supervise up to three director level staff, supporting their professional development particularly in areas of managing (i.e. coaching, motivating and holding accountable) their respective teams. Mentor and guide them on how to improve program management and team performance.
- Represent and present on behalf of OneTable at relevant and strategic meetings with stakeholders, partners, and others.

2) Program Management, Oversight and Evaluation:

- Foster a culture of innovation and experimentation across the program team to drive goals, impact and sustainability.
- Identify new opportunities for strengthening the family of offerings through collaboration with colleagues, partner organizations, and all of the websites you follow religiously.
- Collaborate with senior leadership to manage program staffing structure, budgets, funding opportunities, evaluation of key program outcomes and ensure OneTable's Jewish learning vision, goals, and strategy deepen knowledge for users and staff.
- Support and oversee OneTable's Jewish learning strategy, ultimately deepening knowledge for OneTable users *and* staff; partner with senior staff on OneTable's communications and educational resources as they relate to Israel and the current war in Gaza.

Qualifications/Key Attributes:

- Advanced degree, ideally Rabbinic/Cantorial Ordination, with at least 15 - 20 years of experience effectively leading performance-based and outcome-based programs and supervising teams to achieve ambitious goals.
- Embraces OneTable's human centered and data driven approach and understands the complexities of today's Jewish community sector and stakeholders.
- Prior experience in a senior leadership role with a demonstrated data-driven approach to decision-making and organizational growth mindset.
- Strong written and verbal communication skills. A persuasive, credible, and polished communicator with excellent interpersonal skills.
- Ability to calmly navigate difficult situations with potentially competing priorities, contradictory views, and strong emotions.
- Ability to travel domestically 1 - 3 times throughout the duration of this temporary position.

Benefits Package:

We are actively searching for a talented and seasoned professional to temporarily join our dynamic team. We recognize the immense value that your skills, experience, and professional credentials (e.g., Rabbinic/Cantorial Ordination) bring and are open to discussing a compensation package to reflect the above. The base salary for this position begins at \$130,000 annually, complemented by a comprehensive benefits package, including:

- 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.

Start Date: Immediately

To Apply:

[Click](#) to fill out our online application: www.onetable.org/careers-apply
 Questions? Email 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.
 - Please answer the following in your cover letter - "What does it mean to be an organization focusing on Shabbat dinner post October 7?"
- 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.