



## National Field Manager (Based in Detroit)

**OneTable** is a North American nonprofit organization that combines technology and a peer to peer engagement strategy to build community and connection. Through [our unique, online gathering platform](#) we empower people to find, share, and enjoy Shabbat dinner, changing their Friday nights into something transformational. We recently celebrated 100,000 dinners.

Our core values *oneg/joy*, *hachnasat orchim/welcoming*, and *kedusha/elevation* inform everything we do.

### **JOB DESCRIPTION:**

The National Field Manager (based in Detroit) is a full-time position on the Field Team that will support OneTable's core work in Detroit (25 - 40%) and nationally (60 - 75%). You will build dynamic relationships with hosts, guests, and key stakeholders as well as complete administrative tasks. This role is extremely malleable and iterative based on the constantly changing needs of the field, and will evolve over time with input across teams.

The National Field Manager will contribute to OneTable's mission by:

1. Welcoming more people to the Shabbat table and striving to reach ambitious engagement goals
2. Enriching and deepening the Shabbat experience for OneTable users
3. Managing administrative functions, including regularly updating OneTable CRM
4. Representing OneTable as an ambassador in the community and nationally

### **Specific responsibilities include:**

**Direct Support for Friday Night Dinner Hosts and Guests** (Relationship Building + Customer Service)

- Build new and deepen existing relationships with hosts and guests via phone, email, zoom, and/or in-person meetings (vetting, welcoming, providing ongoing one-on-one support)
- Create and implement a high-touch user engagement strategy for the Detroit community
- Act as a "Shabbat Consultant", helping users craft their own personal, meaningful, lifelong Shabbat practices
- Work closely with your supervisor to support strategic growth in Detroit and across the Field Team

### **Administrative / Internal**

- Track participants' engagement and run reports in our Salesforce CRM (you will be trained in Salesforce)
- Review and approve dinner descriptions and host applications
- Communicate consistently and clearly internally with colleagues via Slack, Zoom, Google Suite, and other tech tools.

### **Partnerships / External Relations**

- Act as the face of OneTable with Detroit donors, partners, users

- Plan and execute larger events and ensure post-event engagement where opportunity arises
- Steward new partnership and sponsorship opportunities in the area
- Connect regularly with users to collect stories to share with key stakeholders including funders, board members, and media outlets
- Contribute to grant writing and reporting and other funder communications

### **Supervision of National Field Specialist**

- Support supervisee to meet organizational goals - develop strategies and work plans, provide constructive feedback and guidance, 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

### **Overall Field Team and Project-Based Support**

- Think strategically about how to support smaller communities that do not have staff on the ground with the goal of maintaining and, in some cases, growing a robust OneTable presence
- Provide coverage for Field Team members as they take PTO and as there are temporary vacancies on the team, ensuring our communities receive consistent and quality support for their Shabbat dinners
- Support long and short-term administrative and programmatic projects of the Field Team

### **Key Attributes/Skill Set (Must Have):**

- **You love to be the host and meet new people.** You can build welcoming spaces and create beautiful tablescape. You are willing to work some evenings (Fridays, of course) and weekend hours. You are the go-to person for all our local events and partnerships, and serve as the educator, trainer, ambassador, and cheerleader for all local hosts and partners.
- **You prefer to be away from your desk/computer screen and out in the community.** You should be out at events, in coffee shops meeting people and introducing them to Shabbat! (Locally and sometimes regionally).
- **You love to use data to figure out what is missing and how to make things better and better,** good is never really good enough
- **You are a dynamic team player** expected to prototype ideas, iterate quickly, and cover for fellow Field team members, ensuring there is never a boring day!
- **You are comfortable working independently** in Detroit while simultaneously recognizing that you are **part of a national organization** with an infrastructure in place to support and guide your work.
- **You are strongly connected to the OneTable brand and mission.** You understand our goals, voice, and mission and can imbue that into your 1:1 connections, larger events, and partnership strategy.
- **You have an open approach to meaning-making** — knowledge of Jewish rituals and traditions is a plus

### **Benefits Package:**

The rate of pay for this position is \$52,000/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, flexible spending account, short and long-term disability, and life insurance.

- Paid for all office holidays/closures + 10 days PTO
  - In addition to the 10 PTO days, the OneTable offices are closed during the July 4th week and the week between Christmas and New Years
  - 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 every Friday and at 12:00 pm on the First Friday of each month.

**Location:** *Candidates should be based in the Detroit/Metro Detroit Area*

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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 Resume and Cover Letter or Short Video (3 minutes or less) 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 Field Team
- Applicants that move forward will interview with a member of the Field Leadership team.
- 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, Asian, and Indigenous 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, alienage or citizenship 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.