



Together @OneTable National Project Lead

About OneTable: At OneTable, we support people to end their week with intention. As an online and in-person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, explore Judaism and Jewish practice, and make the most of Friday night. OneTable is nimble by design and continues to pivot. We recently completed a strategic plan with ambitious goals to engage at least 15,000 Jewish adults beyond our core demographic - annually- by 2025 through Together @OneTable.

About Together @OneTable (Working Title): [Together @OneTable](#) is a new offering that expands our brand and allows us to test the OneTable.org platform (i.e. Shabbat dinners) with other populations who need ways to connect just as much as young adults. The first population we plan to test Together @OneTable with is adults 50 and beyond (i.e. older Gen X and younger Boomers with no kids at home).

Job Description

The National Project Lead position will develop, implement, and test Together @OneTable - you will be **responsible for getting Together @OneTable off the ground**. They will report to our Chief Program Officer. The National Project Lead will oversee Together @OneTable communications plan, platform adaptations, strategic partnerships and represent OneTable externally with individual and institutional funders. Additionally, The National Project Lead will track progress toward goals and pivot strategies as needed. As with all OneTable roles, this position is iterative and will evolve over time with input across teams.

Essential Functions:

Organizational Leadership

- Work seamlessly across departments and staff at all organizational levels to oversee launch and iteration of Together @OneTable including tech, marketing + communications, operations, and development teams.
- Leverage current best practices of OneTable to minimize duplication and maximize efficiency.
- Collaborate with the evaluation team and engage in new strategies, events, and outreach to reach organizational goals.

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

- Build 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.
- Act as a “Shabbat Consultant”, helping users craft their own personal, meaningful, lifelong Shabbat practices.

Partnerships / External Relations

- Serve as the face of OneTable with donors, sponsors, partners, users.
- Steward new partnership and sponsorship opportunities.
- Contribute to grant writing, reporting and other fundraising efforts.

Administrative / Internal

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

Qualifications/Key Attributes

- An entrepreneurial, self-starter who is able to pivot and reach ambitious goals.
- A communicative, passionate, resourceful, creative, and experienced project manager who is excited to launch a brand-new product offering.
- Proven experience managing others to achieve ambitious goals.
- Experience and a deep understanding and empathy of our target demographic of those 55+. Knowledge of Jewish and other community key players/organizations serving those 55+ is encouraged.
- A passion for Shabbat.
- A willingness to travel. Travel may include in-person events and meetings with donors or partner organizations to gain a 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.
- Comfort learning new technology.
- You thrive in a fast-paced, dynamic environment that requires a nimble, flexible and adaptable working style.

Benefits Package:

This position is an exempt salaried position.

The salary for this position starts at \$60,000 annually plus the following benefits:

- Health insurance for full-time staff - 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.

Please note: Given that this is a new role, we are open to being flexible and adapting this position to the candidate's skills and experience. Therefore, if you have more experience or skills than listed in the job description, or are looking for a part-time position, we encourage you to apply so we can have a conversation about how we might iterate the role so that it can simultaneously meet our needs and what you are looking for in a position. Please explain in your cover letter.

Location: OneTable offers a flexible hybrid work policy which allows you to work from anywhere in the United States. Full-time employees may choose to work from an office space (provided by OneTable) or fully remote.

To Apply:

[Click](http://www.onetable.org/careers-apply) 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 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 that move forward 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 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.