

ONETABLE // Boston Field Manager

About OneTable: At OneTable, an online and in-person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners and make the most of Friday night. We have offices in eight cities and have more than 100,000 users in 185 cities across the US. For more information: onetable.org.

JOB DESCRIPTION:

The Boston Field Manager is a new full-time position that oversees all aspects of OneTable's involvement in Boston. The role includes dynamic relationships with hosts, guests, and key stakeholders, fundraising and administrative tasks. As with all OneTable roles, this position is iterative and will evolve over time with input across teams.

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

1. Deepening host and guest engagement with Shabbat ritual and hospitality
2. Stewarding existing and connecting to new funders and both Jewish and corporate partnerships to secure local support
3. Managing all administrative functions, including regularly updating OneTable CRM

Specific responsibilities include:

- Direct Support for Friday Night Dinner Hosts and Guests (Customer Service)

- Build new and deepen existing relationships with hosts and guests via phone, email, and/or in-person meetings (vetting, welcoming providing on-going one-on-one support)
- Create and implement a high touch guest engagement strategy
- Write monthly SideDish emails, develop social media content, send dedicated local communications, and update social media
- Supervise regional OneTable Shabbat Field Fellows

- Fundraising and Partnerships / External

- Be an ambassador for OneTable in the community by attending events including local Jewish gatherings.
- Plan and execute larger events (e.g. Shabbat dinners and Nosh:pitalities) and ensure post-event engagement.
- Develop and maintain relationships with local Jewish and corporate partners.
- Development and Fundraising (in collaboration with Development Dept)
 - Contribute to and execute a strategy for local funder outreach and engagement, including identifying new potential donors
 - Plan and execute donor events and appropriate follow up strategies
 - Maintain and deepen relationships with local funders and solicit donations
 - Contribute to grant writing and reporting and other funder communications
 - Build, recruit and cultivate a team of local advisors to advise and donate
 - Understand regional expansion, including which communities are growing and strategize to engage local funding opportunities

- Administrative / Internal

- Track participants in the Salesforce CRM as they move through and access our resources (you will be trained in Salesforce)
- Collaborate with the evaluation team to engage in new strategies, events, or outreach to reach organizational goals.

Key Attributes

- **You are self-driven and determined** and able to reach goals. You will need to be ambitious, able to pivot and think creatively on the spot.
- **You'd rather get things done than complain.** You understand the importance of proposing solutions for any obstacle in your way.
- **You are a well-organized multi-tasker** who thrives in a fast-paced bias-towards-action environment.
- **You are comfortable working independently** in Boston while simultaneously recognizing that you are **part of a national organization** with an infrastructure in place to support and guide your work.
- **You are an excellent public speaker** with great presentation and written communication skills and are also a great listener.
- **You appreciate the importance of data** and are familiar with donor database management software (we use Salesforce) or have an interest in learning and doing the necessary data-entry is required. Our administrative motto "if it isn't in Salesforce, it didn't happen" is real.
- **You are willing to work some evenings** (including Fridays) and weekend hours.
- Bachelor's Degree.

Compensation: Salary range is based on experience. OneTable offers a comprehensive benefits package including Paid Time Off, all major Jewish holidays off, 403B (with 5% match at 1 year), Health and Dental insurance, Flexible Spending Account, Commuter, Short and Long-term disability, life insurance, pet insurance, professional development opportunities (our annual retreats are awesome!), flexibility (within reason), endless free coffee and spa water, access to free stuff at WeWork (free breakfast served every Monday!) and a job you love (which is priceless).

Location: An office will be provided at a WeWork or similar co-working space in Boston. You will be part of the final decision about the location.

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

Equal Opportunity Employer:

OneTable provides equal opportunity to all people regardless of race, color, ethnicity, religion, national origin, sex, gender (including pregnancy), sexual orientation, gender identity and expression, body configuration, age, disability, marital status, height, weight, or political belief. This policy applies to all employees and applicants for employment.