

Position Profile Executive Director Alliance for Jewish Theatre

The Alliance for Jewish Theatre seeks a dynamic, detail-oriented, and strategic Executive Director to lead us into our next phase of growth. This part-time, flexible, and remote position will oversee programming and marketing, engage our membership, and fundraise to help us build on our strong foundation. Serving Jewish theater-makers, audiences, and organizations across the country and around the world, AJT is committed to expanding its impact. We strongly encourage candidates from all backgrounds to apply.

Organization Background and Programming

Formed in 1979, the mission of the Alliance for Jewish Theatre (AJT) is to preserve and promote Jewish theatre. We connect Jewish theatre-makers and explore issues related to being a Jewish theatre artist and trends/issues in Jewish theatre. AJT is committed to uplifting the full range of Jewish experience through all aspects of our work.. Our current program offerings include:

- Monthly Member Meet-Ups for networking and dialogue.
- Monthly AJT Panels on topics relevant to our community, open to members and non-members.
- *On the Bimah*, our podcast hosted and produced by Danielle Levsky.
- Ad hoc programming as opportunities arise.
- A Resource Guide supporting the production, development, and marketing of Jewish plays.

Position and Responsibilities

The Executive Director oversees all AJT operations and serves as the public face of our work. This part-time role averages 20 hours per week and is fully remote (U.S.-based only), with occasional travel covered by AJT. Programming and meetings occur at various times and are scheduled collaboratively. We recognize this role may be well-suited for a practicing artist or someone with a flexible primary job..

A typical week might consist of:

- Conversations with members or potential members
- Meetings with the AJT administrator
- Producing a program
- Corresponding with donors
- Updating social media
- Attending 1-2 board or committee meetings
- Fundraising and financial health are expected to comprise at least 50% of the ED's time.

Responsibilities

- Oversee all AJT programs in both public and behind-the-scenes capacities
- Support and communicate with members; respond to inquiries.
- Serve as an ambassador for Jewish theatre across communities
- Supervise hourly employees, independent contractors, and volunteers
- Co-produce programs with the board (panels, Meet-Ups)
- Collaborate on website updates and email communications
- Write and manage marketing content (newsletters, social media, etc.)
- Lead fundraising efforts with board members; manage donor tracking and acknowledgments

- Collaborate on grant writing
- Maintain member database
- Work with the Board Treasurer on budget creation, expense forecasting, and tax filings

Qualifications

Ideal candidates will have some or many of the following:

- Passion for Jewish theater and its broader cultural impact
- Expansive vision for 21st-century Jewish theatre
- Ability to organize and streamline systems efficiently
- Strong relationship-building skills, especially with donors
- Strategic fundraising and grant-writing skills
- Commitment to anti-racism and inclusive collaboration
- Budget management experience
- Proficiency in (or openness to learning) platforms like Instagram, Facebook, Wordpress, and Mailchimp, as well as Hubspot or similar Customer Relationship Management (CRM) programs.

The following personal attributes are also important to the Search Committee:

- Excellent communication skills, both speaking and in writing.
- Adaptive leadership: knows when to step up or step back
- Transparent and collaborative style
- Finds joy in elevating others' work

Compensation and Hours

The position offers a salary of \$25/hour with paid time off and holidays. Capped at 20 hours per week. The Executive Director communicates closely with the Board President to ensure work stays within budgeted hours.

Application Process, Deadlines, and Start Date

Not sure you meet every single requirement? At AJT, we're committed to building a diverse, inclusive, and authentic workplace. If you're excited about this role but your experience doesn't align perfectly with every qualification, we encourage you to apply. You might be the right candidate for this or another role on our team.

To apply for this position, please fill out the Google Form [here](#). The deadline for applications is **May 31st, 2025**. Remote interviews will take place in June.

Questions about this search may be submitted to: Jesse Bernstein, Board President,
jmberns@gmail.com.