



**Job Title:** EarlyJ Bay Area Director

**Organization:** EarlyJ

**Reports to:** Founding President and Executive Director

**Location:** Bay Area, California.

This is a remote position, with work primarily conducted from home. Occasional travel for meetings and events may be required. We are seeking a candidate who resides in the Bay Area, California.

**About EarlyJ:**

EarlyJ is a pioneering organization dedicated to transforming Jewish early childhood education. Our impact is measured across our four areas of focus:

Catalyzing Growth in Preschool Enrollment Capacity: Expanding access and capacity for preschools.

Investing in High-Quality Educators: Empowering and developing outstanding educators.

Increasing Jewish Early Childhood Education Access and Affordability: Ensuring that Jewish early childhood education is within reach for every family.

Nurturing Strong Family Engagement: Fostering robust family involvement to build a thriving Jewish early childhood education ecosystem that strengthens Jewish identity among families and enriches the broader Jewish community.

**Job Summary:**

We are seeking a dynamic, motivated, and fast-paced leader to serve as the Bay Area Director of EarlyJ. The ideal candidate will have a deep understanding of Jewish early childhood education, exceptional communication skills, and the ability to juggle multiple projects. This full-time role requires someone with a “can-do” attitude, skilled in grant writing, donor relations, public speaking, and technology, who is also familiar with the Bay Area community and its educational landscape.

The position will include all or some of the following responsibilities with the understanding that the job is flexible and responsibilities may change as needed.

### **Key Responsibilities:**

**Strategic Leadership:** Drive EarlyJ's strategic initiatives across our four focus areas, ensuring impactful outcomes and measurable growth.

**Preschool Partnerships:** Build and sustain relationships with preschools, providing guidance and support to enhance their participation in EarlyJ programs. Serve as a resource to help preschools maximize funding opportunities and implement best practices.

**Community & Organizational Partnerships & Initiatives:** Represent EarlyJ in the broader community, fostering relationships with key stakeholders, including other organizations, foundations, and marketing collaborators. Collaborate with partners to develop and implement new initiatives that align with EarlyJ's mission and support the growth of Jewish early childhood education. Actively seek opportunities to expand EarlyJ's impact through strategic partnerships and joint projects.

**Grant Management:** Oversee the grant-making process for grants that EarlyJ awards, ensuring effective distribution and reporting. Additionally, manage the grant application process for external funding opportunities, including writing compelling grant proposals and preparing detailed reports.

**Donor Relations & Fundraising:** Cultivate and maintain strong relationships with donors, ensuring ongoing engagement and support for EarlyJ's initiatives. Help with fundraising efforts, including donor outreach and grant opportunities.

**Public Representation:** Represent EarlyJ at public events and speaking engagements, effectively communicating our mission, vision, and impact.

**Presentation Development:** Prepare presentations as needed for donors, stakeholders, and community partners to effectively communicate EarlyJ's impact, initiatives, and goals.

**Team Collaboration:** Collaborate with a multidisciplinary team, managing multiple projects simultaneously while prioritizing diverse needs.

**Innovation & Adaptability:** Enhance our outreach and program visibility and adapt swiftly to emerging challenges and opportunities.

**Additional Responsibilities:**

Be an integral part of the EarlyJ Team, assisting with finance team tasks and contributing to special projects as needed. Participate in weekly meetings.

Conduct grant monitoring activities, working with internal and external partners on formal grantee/program evaluation as applicable.

Analyze grant requests based on program feasibility, budget sufficiency, organizational capacity, and alignment with EarlyJ goals, priorities, and strategies.

Conduct regular check-ins and site visits, attend relevant grantee events.

Attend regular events and celebrations hosted by grantees that showcase the organization's work. Participate in conferences, workshops, classes, and other professional development opportunities to remain current on issues and philanthropic best practices.

**Qualifications:**

Bachelor's degree in a relevant field (e.g., nonprofit management, early childhood education, education); a master's degree in a relevant field is preferred but not required.

Proven experience in Jewish early childhood education or related fields.

In-depth knowledge of the Bay Area community, its preschools, and educational organizations is a significant asset.

Demonstrated ability to work with donors and develop strategic partnerships.

Excellent written and spoken English, with strong public speaking skills.

Proficiency in grant writing and report preparation. Experience in fundraising for nonprofit organizations.

Comfortable working in a fast-paced environment with a flexible, adaptable mindset.

Strong technological and marketing skills.

A team-oriented, people person with a "can-do" attitude.

Proven ability to think creatively, problem-solve, and take initiative in tackling tasks.

Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.

Highly organized, detail-oriented, and able to manage multiple priorities effectively.

**Application Instructions:**

To apply for the position of Bay Area Director at EarlyJ, please email a resume and cover letter as a PDF attachment to Maayan Sorek, msorek@earlyj.org with the subject line "Bay Area Director - [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.

EarlyJ is an equal opportunity employer and values diversity in the workplace. We encourage individuals of all backgrounds to apply.

**Benefits and Compensation:**

EarlyJ offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time and exempt.

**Salary range:** \$110,000-\$140,000

**Benefits:** Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

**Hiring Statement:**

EarlyJ is a project of Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public interest projects and grant-making programs. Hopewell is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Hopewell's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**E-Verify:**

Hopewell participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

If you are a visionary leader ready to drive innovation in Jewish early childhood education and thrive in a dynamic, multi-faceted role, we'd love to hear from you.