



# Teva Learning Center, a program of Surprise Lake Camp

307 Seventh Avenue, Suite 900, New York, NY 10001

Teva's mission is to renew the ecological wisdom in the Jewish tradition and to renew our community through connection with God's Creation. Since its inception in 1994, Teva has been at the forefront of the Jewish environmental education movement. Teva is the largest full-time year-round program dedicated to experiential Jewish education taught through the lens of the natural world. Teva teaches over 6,000 people annually from across the nation and from all denominations, ages, and constituent groups, including Jewish day schools, congregations, community centers, and camps.

## **Job Description: Co-Director**

### **Strategic Planning, Visioning and Capacity Building (15%)**

- Create vision for Teva through engaging the opinions and wisdom of staff, council and board members, and colleagues in the field
- Write and execute strategic plan
- Generate multi-year budgets to execute strategic plan
- Report to the Board of Directors

### **Fundraising (50%)**

- Cultivate strong relationships with key funders and manage Teva's annual campaign
- Write grants and promote Teva's activities to foundations
- Steward the Teva Council members and lay leadership

### **Marketing and Communications (15%)**

- Represent Teva at conferences, presentations, and key meetings with colleagues
- Develop and maintain Teva's website
- Design new marketing materials (brochures, press releases)
- Clarify Teva brand, mission and position in Jewish education and Jewish environmental movement

### **Staff and Program Management (20%)**

- Supervise the 5 main branches of Teva's work
- Manage and guide the Program Directors and Coordinators
- Negotiate contracts with key partners
- Review expenditures; ensure fiscal responsibility and attentiveness to budget within each program
- Recruit and position volunteers in both the New York office and at Teva programs
- Support collaborative staff work in multiple remote locations

### **Requirements:**

1. Minimum of 3 years experience in non-profit administration/development  
OR  
Masters degree in non-profit administration / MBA and 1 year experience
2. Strong grounding in MS Word, Excel, basic web design, and social networking
3. Solid commitment to the Teva mission and a willingness to work within the Teva culture. Teva values highly collaborative work, transparency, and community.

This full-time position is based in New York City and salary is \$55,000 plus benefits.

**To Apply:** Send a cover letter, resume and three references to [teva@tevacenter.org](mailto:teva@tevacenter.org). Applications will be accepted on a rolling basis until the position is filled. The position is available starting as soon as possible.