



Consulting Services Manager

Flexible Location

About Sacred Spaces

Sacred Spaces partners with Jewish institutions to prevent and respond to sexual abuse and other abuses of power. Bringing a uniquely Jewish lens, Sacred Spaces is a national organization dedicated to ending institutional abuse through a systemic approach across the lifespan and denominations. It is driven by the belief that healthy and accountable institutions – whose culture and daily operations foster sacredness and reduce the risk of harassment, abuse, and other forms of interpersonal harm – contribute to the overall health and well-being of the community.

We recognize that our work is possible because of our incredible team, so we invest in their professional development, providing ample opportunities for on-the-ground learning, mentorship, and meaningful involvement in organizational decision making. More information on our guiding principles and staff values can be found at JewishSacredSpaces.org.

Job Description & Responsibilities

The Consulting Services Manager plays a key role in our program team by overseeing our rapidly expanding policy development and case consultation services. This position will be an integral part of building and expanding these critical service offerings for Jewish organizations. This is an exciting opportunity for someone who thrives in a remote, fast-paced environment, is able to navigate complex situations, work with people from diverse backgrounds and experiences, and is interested in collaborating with innovative professionals as they create large-scale change in the Jewish community. The Manager reports to the Vice President of Programs.

Responsibilities

Consultations (Learn more about our approach to case consultations [here](#)).

- Serve as a point person for both the coordination and delivery of consultations with organizations seeking advice on current and historic abuses of power.
- Work under the supervision of a senior expert consultant to support institutions in understanding and responding to complaints of abuse of power in a responsible, nuanced, and trauma-informed manner.
- Review and provide feedback on organizational policies regarding prevention and abuse.
- Assist in cultivating a robust bank of consultants to support case consultations.
- Develop resources to aid organizations in implementing Sacred Spaces' recommendations during case consultation services.

Coordination

- Respond to inquiries, track progress and activities, and work with the Director on Finance and Administration on invoices and billing.
- Develop and maintain internal protocols for case consultation and policy development review to ensure consistency.
- Stay current on emerging best practices and policy development research.

Qualifications and Skills of Ideal Candidate

Sacred Spaces believes strongly that all applicants, including Sephardi and Mizrahi Jews, Black and Indigenous people, people of color, people of all abilities, people of all religions, and LGBTQIA people should be considered fairly for employment opportunities regardless of identity. We are most interested in finding the best candidate for the job, and we recognize that the best candidate may have different qualifications from those listed below. This position could also be an opportunity for someone with experience in one of these areas to build skills in another area. If you believe you are poised to excel at this important work, we encourage you to apply!

- Minimum of seven years of professional experience in the field of abuse prevention and response. This includes a deep understanding of any of the following areas: sexual and domestic violence; child maltreatment; spiritual abuse; diversity, inclusion, and equity; and workplace harassment and discrimination.
- Ability to handle confidential information with sensitivity and nuanced understanding and demonstrate critical thinking around complex situations.
- Experience in policy writing, policy review, and making recommendations that consider best practice, research, and the current reality of the organization.
- Exceptional verbal and written communication skills.
- Strong listening skills along with interpersonal and relationship-building skills.
- Demonstrated ability to work with people from other backgrounds and experiences.
- Self-motivated with the ability to work remotely and collaboratively.
- Organized and attentive to detail with the ability to manage multiple tasks and priorities.
- Nimble with a growth mindset and team approach.
- Willingness to travel.
- Commitment to the mission of the organization.
- Experience with Jewish communal non-profit organizations and/or knowledge of the North American Jewish community is a plus.

Salary Range

\$50,000 – \$60,000, commensurate with experience. Benefits include HRA and FSA options, paid time off, paid parental leave, all Jewish and major national holidays off, and a professional development stipend in a flexible work environment.

Application Process

Please send an email with the subject “Consulting Services Manager,” including resume and cover letter, to Jobs@JewishSacredSpaces.org. Applications will be reviewed on a rolling basis until February 7, 2022.

In addition to your resume and cover letter:

- Applicants moved forward will participate in a 30-minute preliminary interview.
- Applicants who move forward will have a second-round interview with Sacred Spaces Team members which includes a short written component.
- Applicants who are moved to a final round will have a final interview with the CEO.
- Final candidates will provide names and contact information for reference checks and resume verification.
- After a candidate receives a conditional offer, they are invited to interview any Sacred Spaces staff or board members before accepting the position, and background checks are conducted as a final step.

As Sacred Spaces seeks to increase equity in its hiring and mitigate the advantage sometimes given to those who have relationships with “field insiders,” Sacred Spaces does not consider informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews, though applicants are welcome to list any individuals they wish on their list of references.

Sacred Spaces is an equal opportunity employer. Sacred Spaces deeply values the diversity of insight, perspective, and experience brought by people from all backgrounds and we encourage all—especially those whose identities are traditionally underrepresented in Jewish nonprofit organizations—to apply. Sacred Spaces extends equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Sacred Spaces prohibits discrimination and harassment of any type. This policy applies to all policies and procedures of employment, including recruiting, hiring, benefits, promotion, termination, layoff, compensation, and training. Our policy reflects and affirms Sacred Spaces’ commitment to the principles of fair employment and the elimination of all discriminatory practices.