



Program Director

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](https://www.jewishspaces.org).

Job Description & Responsibilities

The Program Director is a new role in leading, developing, and evaluating our current and emerging programs and educational opportunities. This Program Director will develop and work to advance and promote strategies, policies, and best practices that strengthen the prevention and response of Jewish organizations to institutional abuses of power. The successful candidate will be an integral leader of our program team and a strategic thought partner. This is an exciting opportunity for someone who thrives in a remote, fast-paced environment, and is interested in collaborating with innovative professionals as they create large-scale change in the Jewish community. The Director reports to the Vice President of Programs.

Responsibilities

Program Development

- Oversee the continued development of our flagship programs, Aleinu: Safeguarding our Children and Keilim Policy Toolkit, including the creation of new resources, the operation of the online platforms, and the delivery of the programs to organizations.
- Manage the production of *Respect & Responsibility: Jewish Ethics Study Guide* and the development of educator cohorts.
- Supervise program staff responsible for program delivery, including cohorts, trainings, consultations, and other engagement efforts.
- Identify emerging themes and gaps in the field, and participate in the development of resources and programming to meet those needs for Jewish organizations.

Program Strategy

- Cultivate vision and manage long-term planning and expansion for programs.
- Lead efforts to evaluate new and existing programs.
- Partner with the senior team to develop national partnerships.
- Track program deliverables and gather data and other materials to support development and communications efforts.

Program Team Supervision

- Meet regularly with program staff to ensure all programs are operating efficiently.
- Provide ongoing feedback to program staff, including staff professional development.
- Lead training of program staff.

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 twelve years of professional experience with subject matter expertise on preventing or responding to abuses of power. This includes a deep understand of any of the following areas: sexual and domestic violence; child maltreatment; spiritual abuse; diversity, inclusion, and equity; and workplace harassment and discrimination.
- Experience designing and delivering technical assistance programs for organizations, units of government, or communities.
- Experience managing a team to create and implement new programs.
- Exceptional oral and written skills with meticulous attention to detail and ability to convey nuanced ideas.
- Demonstrated ability to work with people from other backgrounds and experiences.
- Self-motivated with the ability to work remotely and collaboratively.
- Organization and attention 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

\$75,000 – \$90,000, commensurate with experience. Benefits include HRA and FSA options, paid time off, paid parental leave, sabbatical policy applicable to all full-time employees, 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 “Program Director,” including resume, cover letter, and a writing sample created in the past five years – such as a fact sheet, toolkit, resource guide, or curriculum, related to domestic violence, sexual violence, child abuse, workplace harassment or discrimination, or other abuses of power – 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 from the preliminary interview will complete a written assignment and a second-round interview with a Sacred Spaces Team member.
- Applicants who are moved to a final round will have a one-hour interview with the CEO and Vice President of Programs.
- 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.