

Director of Programming

Memphis Jewish Community Center
6560 Poplar Avenue
Memphis, TN 38138

Summary:

The Director of Programming of the Memphis Jewish Community Center is the lead professional guiding the programmatic offerings of the organization. The Director of Programming will have direct supervision of the Program Director for Fitness/Sports/Aquatics, the Cultural Arts/Theater Director, and the Director for the Center for Jewish Life and Learning. The Director of Programming will work closely with the Assistant Director/ECC Director (who supervises our Camp and Youth Director) to make sure all programming is coordinated and in line with the programming direction of the MJCC. The MJCC is viewed as the living room of the Memphis Jewish community.

Principle Responsibilities:

The Director of Programming at the Memphis Jewish Community Center (MJCC) will report directly to the Chief Executive Officer (CEO) and has the following principal responsibilities:

- Work with other members of Senior Management, to develop and implement a cohesive program strategy to drive growth, enhance community engagement, and align with the JCC's mission.
- Directly supervise and provide programmatic direction to the following positions:
 - o Program Director of Sports, Fitness, & Aquatics
 - o Director for the Center for Jewish Life and Learning
 - o Cultural Arts and Theatre Conservatory Director
- Supervision responsibilities include but are not limited to:
 - o Annual performance evaluations
 - o Regular Supervisory meetings
 - o Professional growth
 - o Program goals and evaluations
 - o Budget development and implementation
- Set programmatic and budgetary goals for the positions under their supervision
- Serve as the company liaison to our remote IT management company
- Provide excellent customer service
- Be able to work collaboratively with other Jewish agencies in Memphis
- Supports all MJCC special events
- Will work closely with the Vice Chair of Programming of the MJCC Board of Directors
- Work to build and expand the JCC's reputation as the living room of the Memphis Jewish community
- Will conduct Management team meetings
- Other duties and special projects as assigned

Qualifications:

- Bachelor's degree required. Advanced degree in a related field preferred.
- Creativity and vision
- Minimum 7 years of experience and a track record of success in the JCC field or a related field
- Proven ability to collaborate with others (internally and externally)
- Strong budget skills
- Proven skills in program development and implementation
- Proven supervision skills
- Knowledge of Jewish history, tradition, culture and understanding of the relationship among North American, Israeli, and Diaspora Jews
- Proven success working with lay leadership
- Proficient on computers

Attributes and Competencies:

- Ability to make sound decisions
- Strong people skills
- Positive and outgoing personality
- Strong organizational skills
- Ability to communicate clearly and resolve conflicts
- Ability to delegate

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, use tools or controls. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The primary work environment is typical of an office environment including sounds from office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Limited travel may be required.

Organization Information:

The mission of the MJCC is Connecting, Engaging, and Strengthening Jewish Memphis. The MJCC aspires to be a place where all Jewish Memphians feel connected, engaged, and inspired through excellence in Jewish programming, facilities, and leadership.

Located on 24 amazing acres in the heart of East Memphis, The Memphis Jewish Community Center has something for everyone of all shapes and sizes. We have an amazing Early Childhood Center, an expanded Fitness Center, a large outdoor water park, an Art House, Senior Adult gatherings, Summer Camp, After School activities, and most importantly a welcoming environment.

For over 75 years, we have provided enriching and inspiring services and programs for the entire community. We pride ourselves on being an inclusive, open and inviting place where everyone is welcome and anyone can be a member.