

## **Chief Public Engagement Officer**

**Reports To:** Chief Executive Officer  
**Position Type:** Full-Time, Exempt  
**Location:** New York, NY 10017

*Currently, IPF staff are working remotely due to the COVID-19 pandemic. Beginning this fall, we anticipate returning to working in our midtown Manhattan office 2-3 days per week.*

### **BACKGROUND**

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel's security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

### **POSITION SUMMARY**

This is a new position created in response to the rapid increase in demand for Israel Policy Forum's programming and content to take on much of the organization-wide program collaboration, development, and implementation currently managed by the Chief Executive Officer.

The Chief Public Engagement Officer (CPEO) will be a member of the senior executive team, reporting to the Chief Executive Officer, and working closely with the Chief Policy Officer, Chief Operating Officer, and Chief Philanthropy Officer.

This position will oversee and ensure effective collaboration across the organization's Jewish communal partnerships, IPF Atid young professionals, and communications departments, and manage the directors of each program. The CPEO will also oversee national engagement efforts, including public webinars, an annual Policy Summit, and other nationwide initiatives.

The successful candidate will be an energetic, ambitious, goal-oriented, and creative professional with experience and demonstrated ability to manage and collaborate with a diverse team of professionals looking for an opportunity to help shape the next phase of growth of a fast-paced organization.

### **PRIMARY RESPONSIBILITIES**

#### **Program Strategy and Development**

- Serve as a strategic thought partner to the Chief Executive Officer and other members of the senior leadership team to develop, oversee, and evaluate program strategies and initiatives that animate and promote IPF's mission and content, raise IPF's visibility and profile, and deepen engagement among our core audiences and those new to our work.

- Develop and implement public education and engagement strategies to promote signature initiatives and content, and immersive online educational content, in close collaboration with relevant team members across the organization.
- Develop key indicators of program success based on organizational goals and priorities and lead program evaluation efforts. Track trends, opportunities, and challenges and continually refine and optimize program strategies to meet the changing landscape.
- In close collaboration with the Communications Director and subject matter experts, ensure integrated promotion of IPF's programs and content across website, social media, and other promotional materials.

### **Management and Collaboration**

- Supervise passionate, talented program (IPF Atid young professionals and Jewish communal partnerships) and communications team directors to ensure that IPF can leverage opportunities for cross-departmental program collaborations and unified communications strategies.
- Model teamwork, effective and efficient decision-making, and translating concepts and ideas into executable programs.
- Promote a culture of professional development, continuous improvement and learning, creativity, and innovation.

### **Development, Finance, and Program Operations**

- Work closely with the Chief Executive Officer, Chief Operating Officer, Chief Philanthropy Officer, and relevant program directors in the development of new programming and funding opportunities for institutional and individual funders.
- Ensure that programs meet funder goals and deliverables.
- Work closely with the Chief Operating Officer and program directors to develop and manage program budgets.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor's degree required; Master's degree preferred, or equivalent work experience.
- Familiarity with educational strategies and best practices is preferred.
- Minimum 10+ years of prior experience with increasing responsibility in program strategy and execution, including at least 3-5 years managing a team.
- Strong knowledge of the Israeli-Palestinian conflict and the American Jewish community, and deep commitment to Israel Policy Forum's mission.
- The ability to thrive in a fast-paced, entrepreneurial environment, and the ability to work on multiple projects simultaneously and prioritize appropriately is a must.
- Excellent judgment and decision-making abilities, and ability to maintain a level of calm and professionalism in all circumstances.
- Demonstrated ability to execute short-term, deadline-driven daily tasks without losing sight of ability to meet long-term strategic goals and priorities.
- Excellent organizational, interpersonal, and networking skills with teams, as well as with individuals.
- Skilled at team-building and bridge-building, and able to initiate and strengthen relationships with a range of constituents.
- Willingness to travel and work occasional nights and weekends, as needed.

## **COMPENSATION AND BENEFITS**

The annual salary range is \$130,000 - \$150,000 depending on experience. Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401K, HRA, FSA, and an annual professional development stipend.

## **HOW TO APPLY**

Please submit a resume and cover letter describing your experience and why you want to work at Israel Policy Forum to [careers@ipforum.org](mailto:careers@ipforum.org) with "Chief Public Engagement Officer" in the subject line by October 29, 2021. Applications will be reviewed on a rolling basis.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. Israel Policy Forum encourages you to break that statistic and to apply.