

## **Job Description: Director of Capital J**

**Employment type:** Full-time, year-round, salaried

**Location:** Washington, DC; in-person/hybrid

**Experience:** Minimum of 4 years

**Salary:** Beginning at \$80,000, commensurate with experience

### **About:**

The Edlavitch DC Jewish Community Center (EDCJCC) is the Jewish community's address in our nation's capital. Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs. We welcome people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.

### **Position Overview**

The EDCJCC is looking for a Director to oversee and expand a bold new program called Capital J. Capital J's mandate is to explore what it means to be Jewish in America in this moment; it is a forum for the Jewish community across the DMV to wrestle openly and honestly with the issues of the day, and to explore the roles we play in shaping the national conversation and how that conversation shapes us in return. Since the fall of 2025, Capital J has hosted prominent Jewish voices from politics, culture, and the arts, including Richard Kind, Representative Greg Landsman, Kathryn Schulz, David Frum, Hanna Rosin, Sarah Hurwitz, Dara Horn, David Wallace-Wells, and Bess Kalb, among others. These talks serve as the foundation for a larger ecosystem of programming—including living room salons, happy hours, and reading groups—that fosters ongoing engagement and dialogue within our community. Capital J is central to our efforts to realize our potential as the JCC of the nation's capital and engage new, young, and dynamic audiences.

The Director of Capital J will report directly to the Chief Experience Officer (CXO) and be responsible for all elements of overseeing and growing this groundbreaking program.

### **Responsibilities**

The Program Director will be responsible for, among other things:

#### Program development and strategy

- Execute the overall vision and strategy for Capital J in collaboration with the CXO
- Create an annual programming calendar of diverse speakers across politics, culture, the arts, and business, along with creative and engaging auxiliary programs
- Cultivate and develop the network of Jewish changemakers across the DMV who will become Capital J's audience

#### Stakeholder management

- Work with donors and donor prospects, board members, EDCJCC executives, and other lay leaders in our community to generate buy in and support the mission
- Collaborate across departments at the EDCJCC, particularly with our marketing and advancement functions

- Build partnerships with literary agencies, speakers' bureaus, arts organizations, and cultural institutions

#### Speaker management & event production

- Research, identify, and secure compelling speakers aligned with program objectives
- Negotiate speaker contracts, fees, and logistics
- Oversee all event logistics including venue setup, audiovisual needs, and hospitality
- Manage speaker relationships before, during, and after events

#### Financial management

- Develop and manage program budget
- Create sustainable revenue models through ticket sales, sponsorships, and partnerships
- Identify and pursue grants or donor funding opportunities in partnership with our development team
- Track and report on financial performance

#### Marketing & community engagement

- Work with marketing team to develop promotion strategies and budgets for each event
- Build and maintain relationships with community partners and cultural organizations
- Develop audience engagement strategies to build a loyal following
- Oversee content creation for program marketing materials

#### Administrative & operations

- Establish and report on program goals, metrics, and evaluation methods
- Create processes and playbooks for smooth program operation

#### **Qualifications & Skills**

- 4+ years of experience in program management, event production, or cultural programming, with a proven track record of successfully developing and managing complex programs or event series
- Experience with budget management, revenue generation, negotiating contracts, and/or managing vendor relationships
- Knowledge of the local cultural landscape and a strong network of professional contacts in relevant fields (arts, culture, media, etc.), with the ability to leverage their and our communities to bring top talent to the EDCJCC
- Excellent verbal and written communication skills
- Thought leadership, with a strong sense of what issues matter in our current moment and which changemakers can speak to our community
- Ability to exist in the 'big ideas' space but also bring attention to detail
- Strategic thinking and program development capabilities
- Strong project management and organizational skills
- Exceptional interpersonal skills and ability to work with high-profile individuals
- Problem solving and crisis management abilities

#### **Salary, Benefits, & Work Requirements**

- Full-time, year-round, salaried

- Competitive salary in the non-profit marketplace
- The Edlavitch DCJCC offers a comprehensive benefits package, including health insurance, paid time off, a 401K, parental leave, and transportation benefits
- Access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs
- This position can be fully in-person or hybrid. The EDCJCC requires staff to be in-person in the Washington, DC office a minimum of three (3) days a week
- Occasional evening and weekend work required

### **To Apply**

Send an email with the subject line “Director of Capital J” with your cover letter, resume, and an event proposal to [jbordwin@edcjcc.org](mailto:jbordwin@edcjcc.org). Event proposals should include a theme or topic, 1-3 speakers, and a short explanation of what this conversation would contribute to our community. Phone calls will not be returned; only qualified candidates who submit complete applications will be contacted.

*Frequently cited statistics show that women, trans and nonbinary people, and other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. The EDCJCC encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application. The EDCJCC is an equal opportunity employer.*