

# Providing worldwide life-changing action



## Candidate Brief Pack

Executive Director, World Jewish Relief USA



# Who we are

World Jewish Relief is the Jewish community's humanitarian agency. Inspired by our Jewish values, we provide life-saving and life-changing action to people in crisis, both within and beyond the Jewish community. Founded in 1933, we are proud to have rescued over 65,000 Jews fleeing the Nazis, including almost 10,000 children on the Kindertransport.

Working with trusted local partners, World Jewish Relief today supports vulnerable people from marginalized communities around the world who are suffering the consequences of conflict, disaster and climate change, helping them to rebuild their lives.

Last year we assisted over 130,000 people in 21 countries worldwide with life changing interventions. All of our programmes are delivered in partnership with local organizations rooted in their own communities. You can find a copy of our Impact Report for 2023/24 on our website. Justice, Kindness, Welcoming the Stranger and Repairing the World are intrinsic Jewish values upon which our identity and decision making is based.



**“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”**

Paul Anticoni, Chief Executive



[usa.worldjewishrelief.org](https://usa.worldjewishrelief.org)

# Why World Jewish Relief

Dear Candidate,

World Jewish Relief USA achieved confirmed 501(c)3 status in 2022 and, in the three years since its establishment, has raised significant resources and laid strong foundations thanks to the efforts of its Board and Rabbi Dina Brawer, its inaugural Director. Rabbi Dina recently moved on to new challenges and we are now seeking an Executive Director to take on this exciting and ambitious opportunity.

The demand for our services from Jewish clients, those living in poverty, refugees and victims of disaster all over the world far outstrips our resources. Our ambition is to dramatically expand the scale of our work over the next 5 years to address the challenges of conflict, displacement, climate change and economic development to those who are critically affected.

We pride ourselves on having a talented, welcoming and high performing team that recognizes the critical role that each and everyone plays in achieving our goals. We are delighted you are interested in a role as a Trustee with World Jewish Relief and hope this pack provides you with the information and the inspiration to apply.

Kind regards



Kevin Sneder,

**President, World Jewish Relief USA**



# The Role

We are looking for an Executive Director who will transform the scale of resources generated in the US towards our global work. Fully integrated with our team in London, the Executive Director will lead on fundraising, representation and networking across the US primarily targeting high net worth individuals, trusts and foundations. In 2024 World Jewish Relief USA raised almost \$2m. Our ambition is to be doubling that each year in the years ahead.

Our ideal candidate will be an ambitious, passionate and capable executive who can bring leadership, determination and clarity of purpose to this exciting charity presence in the US.

You will have outstanding relationship and partnership building skills together with the confidence to network amongst high-net-worth individuals. Leadership and representation experience is essential as is the capability to ask. A track record of accomplishments with high-net-worth individuals, trusts and foundations would be helpful together with a deep understanding of Jewish philanthropy.

You will have a hands-on approach in helping to lead and run the 501(c)3, be confident to speak publicly about our work and capable of building strong relationships with key supporters, organisations and communities.

We will help you to build a deep understanding of our work, ensure that you have seen what we do in some of the most complex operating environments and inspire you to help us transform the lives of thousands of individuals.



# Specific responsibilities

- To lead World Jewish Relief's income growth, visibility and awareness in the US, fully integrated with the team at World Jewish Relief in London.
- Work with Trustees of World Jewish Relief USA and World Jewish Relief to significantly expand our active, deeply invested, capable Board of Trustees to assist us in developing a philanthropic network to maximise revenue opportunities for World Jewish Relief USA.
- In partnership with the Director of Philanthropy and Director of Marketing and Communications in London, to design and implement a fundraising, marketing and communications strategy to deliver a constituency of long-term high net worth supporters to World Jewish Relief's international work.
- To be responsible for overseeing the 501(c)3, its finances, its corporate governance requirements, compliance and administration ensuring it meets the highest standards of good practice.
- To represent World Jewish Relief at key Jewish, NGO and philanthropic forums, promoting the quality and significance of our work worldwide.
- To be part of the Senior Leadership Team of World Jewish Relief, responsible for growing its global operational impact.

# The Person

You will be able to demonstrate the following:

## Knowledge and Experience

### Essential

- Demonstrable strategic and tactical leadership and representational experience in corporate or not for profit sector.
- Confidence to lead a growing charity.
- Understanding of philanthropy and what encourages people to give.
- Knowledge of Jewish philanthropy and the Jewish community.
- Experience in solicitation of 5+ figure donations from High-Net-Worth Individuals.
- Experience of leadership in a 501(c)3.
- Experience in proactive network and relationship building.
- Ability to fully integrate into a global office environment where central systems are led from London.

### Desirable

- An understanding of international humanitarian and development contexts.

## Skills and Abilities

### Essential

- Outstanding interpersonal and communication skills, verbal and written, and strong public speaking capabilities.
- Ability to collaborate effectively with colleagues remotely.
- Ability to use own initiative.
- Ability and flexibility to travel within the US and internationally, as necessary.
- Ability to oversee organizational financial controls, budgets and expenditure.
- Ability to work independently and remotely.
- Strong organizational skills with the ability to prioritize and work on multiple projects simultaneously while maintaining quality of work.

## Other

### Essential

- An understanding of, and empathy with, the values and work of World Jewish Relief.

# Terms and conditions:

**Salary** Competitive

**Contract** We offer a comprehensive benefits package.

**Hours** Flexible, to be agreed.

**Location** New York preference. Virtual with option to secure appropriate office space.

## Safeguarding

World Jewish Relief and World Jewish Relief USA participate in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

## Equality, Diversity and Inclusion

World Jewish Relief and World Jewish Relief USA promote equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role.

You don't need to be Jewish to work for us, but you must be committed to our faith based values of Justice, Kindness, Repairing the World and Welcoming the Stranger. We are inspired by these values to work beyond our community, recognizing the dignity and potential of all people.

# How to Apply:

To apply you will need to send a resume of no more than three pages, and a personal statement of up to two pages, highlighting how your experience fits the requirements of the role.

Please email these to Adam Leigh, Partner at HBAL Executive Search [adam@hballondon.com](mailto:adam@hballondon.com)

The closing date for applications will be: Thursday 18th September 2025

Interviews will take place on 26th, 29th and 30th September 2025

