

New Lehrhaus The Bay Area Hub for Adult Jewish Education



Executive Director

New Lehrhaus, the adult Jewish education hub for the San Francisco Bay Area, is seeking an Executive Director. After an initial period of training and mentorship under the supervision of current Executive Director Rachel Biale, the successor Executive Director will assume the position of Executive Director. The start date for this position is flexible: Late spring 2025 - Summer 2026.

MISSION

The mission of New Lehrhaus is to bring students and teachers together in dialogue to explore Jewish sources, traditions, and arts, sustaining and enriching the vibrant spirit of Jewish civilization. Lehrhaus is the Bay Area's non-denominational lifelong Jewish learning institution dedicated to academic excellence, open inquiry, contemporary relevance, and cultural and religious pluralism.

New Lehrhaus was established in August 2021 to continue the mission and sustain the legacy of Berkeley's Lehrhaus Judaica. Inspired by Franz Rosenzweig's "free Jewish Lehrhaus" which was established in Frankfurt, Germany, in 1920. Lehrhaus Judaica, established in Berkeley in 1974, was one of the crown jewels of the Bay Area community and was unique in North America. New Lehrhaus continues the work and reimagines new directions and subjects for Jewish learning and the Jewish future.

The job description below is for Executive Director. Based on experience and skills, the successful candidate will initially serve for a limited period as successor Executive Director alongside the present Executive Director, assuming some of these responsibilities immediately and, eventually, all of them. Specific initial assignments will be decided in consultation with the successful candidate, based on the candidate's experience and capabilities.

The Executive Director is the public face of New Lehrhaus as well as the chief executive and chief operating officer. The Executive Director is the primary connection between New Lehrhaus and funders, donors, faculty, board, and learners. Reporting to the Board of Directors, the Executive Director participates in our own and wider community events on Zoom and in person, curates New Lehrhaus' educational program and offerings, and communicates the values and value of pluralistic, inclusive, high-quality Jewish learning.

Operation & Administration

- Defines, articulates, and promotes the overall vision and program for New Lehrhaus.
- Plans, organizes, and directs the organization's operations and programs, in collaboration with the Board of Directors and staff.
- Supervises staff and volunteers, fostering a collaborative and supportive work environment.
- Creates an annual work-plan for the organization based on mission, long-term goals, and sustainability, with measurable outcomes and key milestones.
- Oversees and reports on the organization's programs and operations to the Board of Directors.

Program

- In collaboration with Board members and staff, initiates ideas for programs, oversees program planning and engaging potential teachers, and institutes and supervises ongoing program evaluation.
- With the assistance of the Board and staff, actively cultivates and engages new faculty and program areas, consistent with goals and the annual work plan, ensuring that New Lehrhaus continually offers a rich, diverse, timely, and high-quality array of programs.
- Builds and maintains relationships with organizations, organizes cooperative and co-sponsored programming, and, when appropriate, establishes strategic partnerships.
- Serves as Zoom and in-person program host or facilitator, as needed.
- Reviews and oversees staff who revise and send out teaching agreements and policies.
- In collaboration with staff, schedules programs and maintains contacts with instructors.
- Promotes and, as needed, arranges training in best practices for remote, hybrid and in-person adult learning.
- Teaches classes in their areas of expertise, if interested.

Finance

- In concert with the Finance Committee, coordinates and leads the Board of Directors in annual budget planning, reviews, and periodic forecast updates.
- Maintains ongoing, regular contact with and oversight of the bookkeeping company.

- Reviews and approves monthly payroll and all purchases of materials and services.
- Reports quarterly financials to the Finance Committee.
- Ensures fiscally responsible management.

Fundraising

- Plans and implements grant scouting, writing, submissions, and reporting. Maintains relationships with foundations and grant officers, including submitting formal year-end grant reports and periodic updates as required.
- In coordination with the Board of Directors, develops and implements an annual fundraising plan.
- Enlists, supports, and collaborates with Board members to identify, cultivate and solicit donors.
- Builds and maintains relationships with individual donors.
- Researches, identifies, and initiates outreach to potential new donors and foundations in the Bay Area and beyond.
- In collaboration with staff, maintains donor and participant database, generates reports, and ensures timely and appropriate communications to donors and potential donors.

Salary & Benefits

This is a full-time, exempt position. Hours are flexible to meet the needs of the New Lehrhaus program, which includes hosting programs both in person and virtually, some during evening and weekend times. New Lehrhaus is based in San Francisco's East Bay; we anticipate occupying our offices at the new East Bay Jewish Community Campus early in 2026.

- Salary: \$120,000 - 150,000
- Benefits: All benefits mandated by California law, including a monthly stipend for medical coverage.
- Paid Time Off: In addition to Federal, State and Jewish holidays, 15 days/year paid vacation, 10 days/year sick leave, 5 days/year personal leave, and bereavement leave.
- Retirement contribution to 401(K).
- Flexible start date: Late spring 2025 - Summer 2026.

Qualifications & Skills

Required

- Deep knowledge of Jewish history and culture and passion for Jewish learning and Jewish community.
- Dynamic leader who enjoys being the public face of an organization.
- Three or more years' experience in program planning, development and management.
- Capacity for envisioning, refining and implementing innovative learning programs.
- Leadership/management experience.
- Experience and capacity to grow skills in fundraising.
- Experience and capacity to grow skills in fiscal management.
- Collaborative work style creating effective relationships with instructors, board, staff and volunteers.

Desirable

- Experience and skills in reaching out to and engaging diverse audiences.
- Experience working in the Bay Area Jewish community, professional and/or volunteer.
- Experience planning and teaching Jewish educational and cultural programs.
 - Graduate level degree or non-degree learning in Judaic studies, education or related field.
 - Fundraising experience.
 - Knowledge and skills in website oversight, virtual teaching, virtual outreach, and social media.

How to apply:

Please send a cover letter and resume to: search@newlehrhaus.org

This search is open ended and the start-date is flexible.

