

THE JEWISH PUBLICATION SOCIETY

DIRECTOR SEARCH

The Jewish Publication Society (JPS), the nation's oldest Jewish publisher, is seeking a strategic-thinking, technically skilled, highly organized and results-oriented Director to lead our venerable organization into the next stage of its long history.

The Director advances the educational mission of JPS, and oversees communications, fundraising and the sound administration of JPS, while advancing the publishing program of JPS, including manuscript acquisitions and developmental editing,

Administrative and governance responsibilities:

1. Develops the strategic plan with the Board.
2. Cultivates and secures major gifts for title subsidies and unrestricted giving for general budgetary needs, and manages donor relations.
3. Motivates and interacts with an engaged Board that supports the Society. A key priority of the new Director is to recruit new trustees and strengthen the board in its ability to lead.
4. Promotes the Society in dynamic and creative ways through our website, social media, seasonal newsletters, virtual-learning opportunities and special events, and has primary responsibility for and directly maintains these platforms.
5. Reports to the Board and manages the Society's administrative and fiscal affairs and oversees administrative personnel, including the current office manager/accountant, to prepare an annual budget and financial reporting

Editorial responsibilities:

1. Develops the publishing program with the Board of Trustees.
2. Meets with prospective authors to solicit proposals and acquire manuscripts, and guides the development of manuscripts through peer review and structural editing.
3. Works in close concert with our managing editor and our partner press UNP (University of Nebraska Press) to bring books to publication.
4. Provides marketing support to our authors in conjunction with our partner press, and represents the Society at the JPS exhibit booth at national conferences, such as SBL (Society for Biblical Literature), AJS (Association of Jewish Studies), CCAR (Central Conference of American Rabbis), RA (Rabbinical Assembly), URJ Biennial (Union for Reform Judaism), USCJ Biennial (United Synagogues of Conservative Judaism).
5. Manages and oversees the editorial personnel, including the current managing editor.

The ideal candidate for this position loves Jewish books and Jewish learning, is aware of trends in Jewish scholarship and synagogue education, is adept at building relationships with prospective board members, donors, and authors, and has a mastery of modern communication skills.

Candidates should preferably possess a doctoral or rabbinical degree and at least five years of academic or rabbinical experience, including editorial and administrative work, communications and fundraising.

Applicants should have ready access to Philadelphia and New York. Flexibility exists to work primarily from home, with travel to 5-6 major annual conferences and various educational and fundraising events.

This position is full-time with generous vacation leave; salary of \$100-120K; other benefits, such as pension and health insurance to be determined by the candidate's need.

Candidates are encouraged to visit our website www.jps.org and to contact Rabbi Barry L Schwartz bschwartz@jps.org to learn more about the position.

Ideally a candidate will be able to assume this position no later than the end of 2022, to afford a transition with Rabbi Schwartz, who is retiring as Director in mid-2-23.