

CHIEF OF STAFF

Job Description | April 2026

Position Overview

The Chief of Staff is a key partner to leadership, helping ensure priorities don't just get discussed, they move forward. This role keeps initiatives organized, communication clear, and ideas turning into meaningful action.

You'll work closely with our co-founder and leadership team as a true right hand, and help anticipate needs, manage priorities, and keep our small but mighty team of nine aligned and focused.

A significant part of this role is donor engagement. You'll help manage relationships, track outreach, and ensure communication with supporters is thoughtful, timely, and consistent. You'll support stewardship of existing donors while helping to cultivate new ones, making sure no relationship or opportunity slips through the cracks.

You're someone who naturally turns conversations into action. Meetings end with clear next steps, and you help make sure those steps actually happen. You'll regularly debrief with the co-founder, capture key insights, and ensure strong follow-through.

You'll also:

- Help assess and prioritize relationships, identifying potential funders, collaborators, and partners
- Contribute to proposals, grants, and decks that are clear, compelling, and aligned with our voice
- Spot challenges early and help move solutions forward
- Stay informed on what's happening in the Jewish world to help identify opportunities

This role is ideal for someone who is proactive, highly organized, and action-oriented, someone who brings clarity, follows through, and helps ensure important work keeps moving.

About You

- **Mission-driven:** You are someone who believes in the JewBelong mission. We are passionate about our work and to succeed, you will need to be too.
- **Creative thinker:** You thrive in situations where you need to problem-solve and think creatively. When issues arise, you'll be prepared to recommend solutions rather than look to the co-founder for answers. In fact, we'll often be looking to you when challenges arise. You're someone who can see all the puzzle pieces and put them together.
- **Attention. To. Detail.**
- All of your communication, whether verbal or written, is a reflection of the co-founder. You must be an exceptional writer and a stickler for proofreading. You're comfortable speaking publicly and may be called on to do so.
- **Social media:** You will need to be fluent on all social media platforms (Instagram, X, Facebook, YouTube, etc.)
- **AI Native:** We are all about efficiency. You must be comfortable leveraging AI to expedite and streamline day to day tasks.
- **Expert project manager:** You'll often track/traffic multiple projects at once. In some cases, you'll have a tactical role, and sometimes you'll be responsible for strategic decisions. In other words, you're someone that can see the forest and the trees.
- **Marketing background and communications savvy.** You understand the power of branding, consumer behavior, and the craft of messaging.
- **Confidentiality, discretion, and trust are crucial to success.**

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More About You

- Minimum five years business experience, ideally in a for-profit company, in a similar role. This is not an entry-level job and your prior experience in effectively navigating a growing company with all of its questions and challenges is essential to your success.
- Strong organization skills with keen attention to detail and ability to establish and maintain high standards of information management. In other words, you're really good at putting puzzle pieces together.
- Bachelor's degree is required.

About JewBelong

JewBelong confronts antisemitism by taking the conversation far beyond the Jewish echo chamber. Using data, research, and message testing, we create bold, culture-shaping billboard campaigns that cut through social media algorithms and digital noise and reach people in the real world, creating opportunities for mainstream media, sparking important conversations and building strong alliances. (As a point of reference, JewBelong has launched 2,120 billboards in 42 states since 2023.)

JewBelong also spreads joyous, accessible Judaism, helping Jewish life feel warm, welcoming, and meaningful, no matter where someone is on their Jewish journey. Together, this work ensures greater Jewish visibility and helps ensure Jewish continuity by reducing hateful narratives and building on Jewish pride.

Compensation

We offer a competitive salary (\$140K, or commensurate with experience) and benefits package. We also offer 25 days of PTO and fully-paid benefits, including health, dental and vision plans.

Location and Hours

Our office is in Manhattan's West Village. This role is entirely in-person. Hours are Monday through Friday, approximately 9:00 am until 6:00 pm ET, yet there is also the need for flexibility. There may be some travel required.

**Sound like a fit?
We can't wait to hear from you!
Please send your resume and a cover letter to stacy@jewbelong.org**

