Programs, Partnerships and Engagement Manager
at The Vilna Shul, Boston’s Center for Jewish Culture

The Vilna Shul: Boston’s Center for Jewish Culture, located in historic Beacon Hill, is the last-remaining immigrant era synagogue building in Boston and now serves as an urban center for arts, culture, and Jewish life.

As the Programs, Partnerships and Engagement Manager, you will be responsible for ensuring that the Vilna’s programming, marketing, communications, and engagement strategy are mission-aligned and well executed. You will be a member of a highly collaborative staff team of four working from a historic building nestled in Beacon Hill. You are someone who toggles between the strategic and the tactical, enjoys developing and administering dynamic systems for tracking program data, and passionate about the advancement of arts, culture, and Jewish life.

Responsibilities:

Strategy and Program Management
• Oversee annual program calendar design process, as well as manage ongoing iteration toward meeting organizational goals
• Work closely with Executive Director to set priorities and goals to work toward vision and mission
• Support Executive Director in administration of young adult engagement strategy
• Produce a dynamic, annual calendar of programs and initiatives
• Manage budget for program, museum education, marketing, and communications
• Recruit, engage and retain volunteer leaders to advance programming and museum education

Program and Partnerships
• Cultivate and manage strategic partnerships to meet the vision of The Vilna
• Regularly assess programs and promote excellence in implementation – including generating registration forms, overseeing evaluation and learning, scheduling, communications with featured guests; and leading the process of designing a smooth and planful program execution
• Design, implement, staff special events including High Holidays and private events
• Staff all programs
• Represent The Vilna at relevant community meetings and events
• Cultivate relational engagement approach to staffing events; design, train and implement new model for staffing programs
• Manage event database and reporting functions

Marketing, Communications, and Engagement
• Develop and implement marketing and engagement strategy to meet number targets for website, social media and printed materials for organization and each target audiences, respectively
• Regularly update and maintain website with new content and programmatic information
• Oversee communications including weekly emails and marketing materials
Experience
- Bachelor’s Degree in communications, business administration, nonprofit management, or another related field.
- A minimum of three years full-time, post-undergraduate professional experience, preferably in a program, marketing, or communications role
- Experience in program management, partner relations, and administrative support
- Knowledge and interest in arts, culture, and Jewish life

Skills and Attributes
- Effectively and enthusiastically able to represent our programs to multiple stakeholders, including participants, staff, and the community at large
- Excellent written and verbal communication skills, meticulous attention to detail and record-keeping, and experience with partnered programs
- Fluency in Microsoft Office Suite (Word, Excel, PowerPoint), Google (Docs, Sheets, Calendars), Office365, Constant Contact, DonorView or other CRM systems as designated by the organization
- Ability to efficiently manage financial transactions and keep accurate records
- Exemplary time management skills, including the capacity to juggle competing priorities and deadlines, and to remain flexible within a fast-paced environment
- Passion for taking on challenging projects, and ability to manage a variety of projects simultaneously

The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

Salary Range of $50-$60k, commensurate with experience.

This is a full-time, exempt position reporting to the Executive Director.

Apply Now
Please send a cover letter and resume to Jobs@vilnashul.org with subject: Program Manager / [Your Name]. No phone calls please.

Applications will close on Friday, September 10th. Applicants will be interviewed on a rolling basis. We thank you for your interest in career opportunities at The Vilna.

About The Vilna Shul: Boston’s Center for Jewish Culture
The Vilna Shul: Boston’s Center for Jewish Culture, located in historic Beacon Hill, is the last-remaining immigrant era synagogue building in Boston and now serves as a center for Jewish culture and communal engagement. The Vilna is a robust nonprofit organization that marked its centennial in late 2019 with the much-anticipated reopening of its historic building after a $4 million restoration project. The Vilna offers programming across the age spectrum and in 2020 launched its Virtual Vilna platform to expand its reach regionally, nationally, and internationally. To learn more about The Vilna, visit us at www.vilnashul.org.

This is an incredibly exciting moment to join our professional staff. The Vilna recently completed a strategic aspirations study that lays the foundation for future growth and impact, expanded its footprint tenfold through the Virtual Vilna platform established at the start of the pandemic, and is preparing to reopen its newly renovated historical building for public programming in the fall. The Vilna aspires to be a welcoming and inclusive hub for conversation, learning, and action. The Vilna is a site for celebration and
engagement with Jewish life, at the intersection of civic, religion, and contemporary affairs, and an important outlet for engagement with a broader network of organizations seeking to combat racism, antisemitism, and social inequity in the Greater Boston area.

*The Vilna Shul provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Vilna Shul complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Vilna Shul expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Vilna Shul’s employees to perform their job duties may result in discipline up to and including discharge.*