



Position Description			
Position Title	Executive Manager		
Hours	Up to 30 hours per week, negotiable		
Location	Sydney, from home	Position creation date	January 2025
Reporting to	UPJ President or Co-Presidents		
Direct Reports	1 x part time administration officer 1 x part time social media officer 1 x regional Rabbi (planned but not yet funded)		
Main Purpose of Position	Responsible for: <ul style="list-style-type: none"> • Managing and leading the day-to-day operations of the UPJ office • Providing strategic input and representing the UPJ along with the President or Co-Presidents • Leading fundraising efforts for the UIA Progressive Appeal and for the UPJ in general, working with the President or Co-Presidents. • Providing support to the UPJ President and Executive 		
Position Description Review Date	December 2024	Approved UPJ President	

ORGANISATIONAL OVERVIEW

The UPJ is the roof body for 27 congregations, schools, youth groups and communal organisations across Australia, New Zealand, and Asia, serving about one fifth of the region's affiliated Jewish community. Its role is to support and develop Progressive Judaism in the region so that congregations and affiliates are best able to maintain and increase their strength and vitality. The UPJ is managed by a voluntary executive board led by the President or Co-Presidents.

Key Responsibilities

- Manage the UPJ organisation and its employees;
- Lead and coordinate UPJ projects as required (such as Board meetings, gatherings, UPJ Biennials, and other conferences, UIA Progressive Trust events, Mission to Israel, Unity Shabbat, international conferences, etc.);
- Provide leadership for the UPJ's major fund-raising efforts (currently the UIA Progressive Trust) working with the President or Co-President, including assisting in raising funds from potential major donors for the UPJ directly;
- Communicate on behalf of the UPJ in accordance with its policies and stated positions;
- Provide support and advice to UPJ President, Executive and committees;
- Liaise with, and act as UPJ point of contact for, UPJ constituents and partners throughout the Asia-Pacific region and worldwide, on a wide range of issues and coordinate joint activities;
- Manage correspondence and maintain organisation's records;
- Draft responses to correspondence on behalf of the President or Co-Presidents and oversee the management of regular updates to directories, contact lists and databases;
- Manage payments, receipts and financial reporting requirements with the UPJ Treasurer and bookkeeper and assist with the annual audit as required;
- Responsibility for the UPJ Office and managing the physical assets in the office;
- Draft and design media releases, advertising, and publications with assistance as required;
- Oversee the UPJ website and social media, including content updates and newsletter preparation, supervising part time staff where appropriate.

IS THIS ROLE FOR YOU?

Required Experience/Qualifications

- Demonstrated experience in managing a small office under minimal supervision;
- Demonstrated experience in working with a wide variety of stakeholders and constituents.

Required Skills and Knowledge

- Highly organised with the ability to manage time effectively, set priorities, organise own work, proactively problem solve and work well under pressure;
- Superior level of written and verbal communication with a demonstrated ability to liaise effectively at all levels, to negotiate and influence successful outcomes;
- Keen attention to detail and sense of urgency;
- Knowledge of governance and financial processes including those relating to payments, receipting and banking;
- Experience in managing projects including fundraising, conferences and events;
- Experience in managing employees;
- Sensitivity to and understanding of the UPJ's commitment to its key stakeholders;
- Proficiency in using Microsoft Office suite, Google Docs and online tools, and social media channels;
- Extensive awareness of Jewish organisations in Australia, New Zealand, and Asia;
- Well-versed in current affairs impacting the Jewish community in the region;
- Practical awareness of current work health and safety requirements in accordance with current state legislation;
- Current state driver's licence;
- Capacity to pass an Australian Federal Police Criminal Record Check.

Desirable

- Knowledge of the not-for-profit sector and board operations;
- Experience in a similar role.

YOUR APPLICATION

To apply for this role please email the following:

Your current resume, including 2 referees;

A cover letter of no more than 2 pages outlining your ability to meet the requirements of the role

To: upj@upj.org.au

