

**American Jewish Press Association
Executive Director**

February 2010

The American Jewish Press Association is seeking an individual or firm to provide professional services. The executive director will work with the association's volunteer leaders to ensure smooth day-to-day operations, run its annual programs and to provide inspired leadership for professionals in the world of Jewish media.

What is AJPA?

Founded in 1944 as a not-for-profit professional association for the English-language Jewish press in North America, the AJPA represents almost 250 newspapers, magazines, Web sites, individual journalists, public relations professionals and affiliated organizations. Learn more at www.ajpa.org.

Responsibilities:

- Work with lay leaders to design and execute an annual conference
- Approach foundations, businesses and organizations as potential sponsors for the annual conference and other programs
- Manage all financial aspects of the association and maintain its overall fiscal health
- Write grants to support the association's work
- Maintain communication and address day-to-day needs and questions of membership
- Design and coordinate year-round education and skill-building online workshops, including mid-year conferences when the budget allows
- Identify and reach out to prospective members, including the new member area of online-only publications
- Manage the Jewish press awards process — from entry form to awards dinner
- Coordinate activities of various committees
- Update Web site content and periodically develop new sections
- Identify new revenue streams and cost-savings opportunities for members

Necessary skills/attributes:

- Passion for Jewish media
- Ability to write grants and approach businesses and organizations for sponsorships
- Relationships in policy and media communities
- Understanding of traditional and new media industries
- Strong verbal and written communication skills
- Exceptional group process/consensus building skills

The right candidate will work independently in his or her own office and may need to employ additional support staff as needed.

Compensation:

In addition to receiving annual contract fees, the executive director has the ability to earn significant additional income from sponsorship commissions.

Send a letter of interest, resume/proposal and compensation requirements by Feb. 28 to amyd@texasjewishpost.com.