



Job Title: EarlyJ LA Director

Organization: EarlyJ

Reports to: Founding President and Executive Director

Location: Los Angeles, California.

This is a remote position, with work primarily conducted from home and augmented with regular LA regional travel. We are seeking a candidate who resides in the Los Angeles area, California.

About EarlyJ:

EarlyJ is a pioneering organization dedicated to transforming the reach and quality of Jewish Early Childhood Education (JECE). Our impact is measured across our four areas of focus:

Catalyzing Growth in Preschool Enrollment Capacity: Expanding access and capacity for preschools.

Investing in High-Quality Educators: Empowering and developing outstanding educators.

Increasing Jewish Early Childhood Education Access and Affordability: Ensuring that Jewish early childhood education is within reach for every family.

Nurturing Strong Family Engagement: Fostering robust family involvement to build a thriving JECE ecosystem that strengthens Jewish identity among families and enriches the broader Jewish community.

Job Summary:

We are seeking a dynamic, motivated, and energetic leader to serve as the LA Director of EarlyJ. The ideal candidate will have a deep understanding of Jewish ECE and the LA region, and the ability to develop relationships with local centers, identify growth opportunities across the sector and lead grantmaking that achieves EarlyJ's regional goals. This full-time role requires someone with a "can-do" attitude, skilled in strategic grantmaking, problem solving and public speaking, who is also familiar with the Los Angeles community and its educational landscape.

The position will include the following core responsibilities with the understanding that as a rapidly growing organization, responsibilities may evolve over time.

Core Responsibilities:

Strategic Leadership: Develop a deep, nuanced understanding of the LA Jewish ECE market. Drive meaningful progress across EarlyJ's four focus areas—melding organizational best practices with local needs—and building measurable, sustainable outcomes.

Preschool Partnerships: Develop strong, trusting relationships with all local preschools. Practice active listening and identify regional trends and opportunities. Provide centers with guidance on best practices and encourage participation in EarlyJ programs to ultimately help strengthen individual centers.

Grantmaking: Oversee the grantmaking process for EarlyJ LA, including identifying strategic opportunities, writing & socializing Requests for Proposals (RFPs), leading proposal review internally and communicating with potential and existing grantees. Manage and support active grantees. Conduct regular check-ins and site visits, attend relevant grantee events.

Community & Organizational Partnerships: Represent EarlyJ in the broader community, fostering relationships with key stakeholders. Actively seek opportunities to expand EarlyJ's impact through strategic partnerships and joint projects.

Fundraising Support: Support the team in fundraising efforts, including preparing engaging reports on LA impact, writing grant proposals that communicate EarlyJ's LA opportunities in a compelling format and helping with presentation development to share EarlyJ's impact, initiatives and goals.

Public Representation: Represent EarlyJ at public events and speaking engagements, effectively communicating our mission, vision, and impact.

Additional Responsibilities:

EarlyJ is a fast-growing non-profit startup. We expect every member of the team to collaborate, adapting swiftly to emerging challenges and opportunities, all while managing multiple projects simultaneously. We are a tight-knit team and participate in team meetings and special projects as needed.

It's also critical that we remain at the forefront of ECE, Jewish education and philanthropy best practices. As a team we participate in conferences, workshops, classes, and other professional development opportunities to remain current on issues, trends and emerging opportunities.

Qualifications:

Bachelor's degree in a relevant field (e.g., nonprofit management, early childhood education, education); a master's degree in a relevant field is preferred but not required.

Proven experience in Jewish early childhood education or related fields.

In-depth knowledge of the Los Angeles community, its geographic landscape, Jewish Early Childhood Centers, and supporting educational organizations is critical.

Demonstrated ability to identify strategic opportunities and partnerships, develop meaningful solutions and oversee execution. Grantmaking experience as plus.

Excellent written and spoken English, with strong public speaking skills.

Comfortable working in a fast-paced environment with a flexible, adaptable mindset. Highly organized, detail-oriented, and able to manage multiple priorities effectively.

Strong technological and marketing skills.

A team-oriented, people person with a "can-do" attitude.

Proven ability to think creatively, problem-solve, and take initiative in tackling tasks.

Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.

Application Instructions:

To apply for the position of LA Director at EarlyJ, please email a resume and cover letter as a PDF attachment to Maayan Sorek, msorek@earlyj.org with the subject line "LA Director - [Your Name]". Applications will be reviewed on a rolling basis until the position is filled.

EarlyJ is an equal opportunity employer and values diversity in the workplace. We encourage individuals of all backgrounds to apply.

Benefits and Compensation:

EarlyJ offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time and exempt.

Salary range: \$150,000-\$180,000

Benefits: Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k)

contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

Hiring Statement:

EarlyJ is a project of Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public interest projects and grant-making programs. Hopewell is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Hopewell's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-Verify:

Hopewell participates in E-Verify and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work may not be discriminated against on the basis of national origin or citizenship status.

If you are a visionary leader ready to drive innovation in Jewish early childhood education and thrive in a dynamic, multi-faceted role, we'd love to hear from you.