



### Boyden Executive Search Contact

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### The Organization

ADL is the leading anti-hate organization in the world. Founded in 1913, its timeless mission is “to stop the defamation of the Jewish people and to secure justice and fair treatment to all.” Today, ADL continues to fight all forms of antisemitism and bias, using innovation and partnerships to drive impact. A global leader in combating antisemitism, countering extremism, and battling bigotry wherever and whenever it happens, ADL works to protect democracy and ensure a just and inclusive society for all.

### Primary Function

Lead, plan, and execute the direction and administration of all regional office activities, including program delivery, incident response, leadership development, communications, advocacy, community and government relations, partnerships, fact-finding/research, and office management to advance ADL’s mission within the region. In collaboration with the Director of Development, who leads development activities, the Regional Director will represent ADL and communicate its impact to donors, prospects and foundations as well as represent ADL in the community, to the media and to public officials. Manage, engage, and develop regional board, committees, and staff. Report to and communicate regularly with East Divisional colleagues and the Regional Operations team in the national office (i.e., the Community Support Center or “CSC”).

The ADL New England Regional Office, one of four regions in the East Division, serves Massachusetts, Rhode Island, New Hampshire, Maine, Vermont, and is known for being the leading voice on antisemitism and hate with a proven record of accomplishment for advocating ADL priorities in multiple state capitals across the region. The Region supports multi-faceted education, community relations, advocacy, and relationship-based approaches to prevent and respond to all forms of hate and antisemitism and build bridges of understanding between communities. The New England office comprises fourteen staff members and an active regional and associate board comprised of young leaders.

For decades, the region has developed innovative programs replicated across the country spanning civil rights, education, interfaith, community outreach, advocacy, and law enforcement. Examples of programming include its signature Forum on Confronting Antisemitism, "The Good Fight", innovative anti-bias including No Place For Hate, antisemitism educational programming for educators, students, parents and community leaders, extremism, and domestic terrorism, and outreach programming and initiatives including partnerships with statewide community organizations.

### Primary Responsibilities

**Strategic Leadership:**

- Devise and oversee the execution of ADL programs, initiatives, advocacy and policies tailored to local needs.
- Spearhead innovative outreach initiatives to reach broad segments of the community, including campus, K-12 educators, corporations, non-profits, government, and interfaith organizations.
- Engage in legislative outreach to advocate for relevant issues.

**Fundraising Excellence:**

- Execute regional development activities in partnership with the Director of Development and embrace a culture of philanthropy.
- With the Director of Development, strategize and execute plans to boost revenue and deepen support by sharing regional impact.
- Expand the supporter base and engage in high-level donor solicitation.
- Spearhead major fundraising events.

**Public Engagement and Advocacy:**

- Act as the regional face of ADL in diverse forums.
- Manage media relations and respond to public inquiries.
- Create and support compelling content to showcase ADL's work and impact.

**Team Development and Talent Management:**

- Recruit, train, and nurture high-caliber staff.
- Foster a culture that aligns with ADL's values and maximizes performance.

**Volunteer Leadership Coordination:**

- Engage and guide volunteer leaders, including next generation leaders, to be ADL ambassadors in the community and contribute the 3 W's - work, wisdom and wealth.
- Implement training and advisory roles for volunteer leadership.

**Community Relations and Outreach:**

- Build and maintain relationships with key community groups, religious organizations, government officials, and media.
- Develop outreach programs that foster collaboration with various cultural and interfaith groups.
- Thought leader in the greater community on issues of antisemitism.
- Collaboration with other Jewish communal leaders on issues impacting the larger community.

**Intra-organizational Collaboration:**

- Promote cross-regional cooperation and share best practices.
- Drive programming efforts.

**Advocacy:**

- Oversee the response to discrimination or bias incidents in K-12 education, campus and workplaces.
- Coordinate fact-finding activities and advocate for ADL issues in legislative spheres.

**Financial and Operational Management:**

- Manage and develop the regional budget in partnership with the Regional Operations team.
- Oversee office management in coordination with the national CSC.

- Implement ADL's Strategic Plan in the Region and the Division.

## Qualifications and Expectations

### Key Qualities and Experience:

- Proven leadership in program strategy and community engagement.
- Strong track record in fundraising and donor relations.
- Deep understanding of community dynamics and interfaith relations.
- Experience with government relations.
- Strong advocacy and communication skills.
- Proven experience managing a team in a large, matrixed organization.

### Skills:

- Excellent oral and written communications skills, including public speaking; ability to represent complex and diverse issues in an articulate and compelling manner.
- Highly effective interpersonal skills: ability to work with a broad range of leaders and advocates and develop mutually beneficial relationships; ability to build coalitions and establish strategic partnerships; development and management of an engaged Board.
- Demonstrated experience leading successful fundraising efforts or similar business development or sales experience is strongly preferred.
- Outstanding leadership ability and team building, managerial, supervisory and organizational skills. A demonstrably effective and inspirational leader of others.
- A high level of self-confidence complimented by humility and selfless leadership.
- Intellectually curious, empathetic, compassionate, kind, tactful and exercises sound judgment.
- Ability to manage many competing and time-sensitive priorities effectively, handle a heavy workload, respond effectively to rapidly changing priorities, and learn new information quickly (e.g., ADL policies and positions).
- Experience leading a non-profit advocacy organization; including experience in Jewish and/or civil rights community.
- Proven diplomatic and conflict resolution skills.
- Prefer a person who truly enjoys engaging with others - "a people person."
- Passion for ADL's mission and alignment with values.
- Commitment to diversity, equity, and inclusion.

### Work Experience:

- Seven to ten years' experience in a community relations/community service/nonprofit organization with a track record of building relationships to create a collaborative work environment where staff are heard, motivated, and inspired to perform at their highest levels within a culture of organizational accountability.
- Fundraising experience with an emphasis on major gifts (business development/sales experience could be an alternative), program development and volunteer relations.

### Education:

- A bachelor's degree or equivalent experience required. A graduate degree in nonprofit management, law, business, or a related field, is preferred.

### Work Environment:

- Flexibility to work evenings and weekends when necessary to represent ADL and to attend community events; travel within the region is required; occasional overnight travel is required.
- ADL is a hybrid environment; this role requires at least 3 days a week in office.

### Organizational Statements

*ADL values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. ADL is an equal opportunity employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local laws.*

*ADL will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. For individuals with disabilities who would like to request an accommodation to support the interview process, please contact Talent & Knowledge at [talentacquisition@adl.org](mailto:talentacquisition@adl.org).*

*ADL will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Credit Reporting Act, and all other applicable State, Local, and Federal laws.*

*The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment.*

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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