

World ORT

Director of Board Engagement

Location: New York City/United States (Hybrid)

Salary: Approximately \$80,000

Reports to: Chief Executive Officer

About World ORT

For more than 145 years, World ORT has transformed lives through education. Operating in forty countries, we empower people with the knowledge, skills, and opportunities they need to thrive, whether through vocational training, STEM education, digital skills, Jewish education, or humanitarian response.

As World ORT continues an exciting period of organizational growth and transformation, we are seeking an exceptional professional to serve as our Director of Board Engagement.

This is a unique opportunity to work closely with the CEO, international volunteer leadership, and senior executives while helping shape the governance of one of the world's largest Jewish educational organizations.

Position Summary

The Director of Board Engagement is the primary liaison between the CEO and World ORT's international Board of Directors and governing bodies.

This role combines governance, executive support, relationship management, and project leadership. The successful candidate will ensure that the Board and its committees operate effectively, meetings are thoughtfully planned and flawlessly executed, governance processes remain current and compliant, and volunteer leaders receive exceptional support.

The Director will also play an important role in special organizational initiatives, helping coordinate governance matters during periods of strategic growth and change.

This position offers significant exposure to nonprofit leadership, international governance, and philanthropic engagement.

Key Responsibilities

1. Board & Governance Leadership

- a. Serve as the primary professional staff liaison to the Board of Directors, Executive Committee, and key governance committees.
- b. Partner closely with the CEO and volunteer leadership to ensure effective governance and decision-making.
- c. Prepare agendas, board books, resolutions, minutes, and governance documentation.
- d. Support governance reviews, Board elections, committee appointments, and updates to governing documents.
- e. Maintain governance records and ensure compliance with organizational policies and legal requirements.

2. Board Engagement

- a. Build trusted relationships with Board members across North America, Europe, Israel, Latin America, and beyond.
- b. Coordinate communications between Board leadership, committee chairs, and senior staff.
- c. Help create an exceptional experience for volunteer leaders through responsive, professional support.

3. Meetings & Events

- a. Lead the planning and execution of Board meetings, Executive Committee meetings, committee meetings, and World ORT's annual Global Forum.
- b. Coordinate meeting logistics, registration, travel, venues, vendors, budgets, and production.
- c. Travel internationally to oversee major governance meetings and events.

4. Strategic Projects

- Support governance initiatives related to organizational growth, restructuring, and strategic change.
- Coordinate governance activities across multiple legal jurisdictions in partnership with external counsel and senior leadership.
- Lead special projects assigned by the CEO.

What We're Looking For

We're looking for someone who combines exceptional organizational skills with sound judgment and outstanding interpersonal abilities.

The ideal candidate will enjoy working behind the scenes to help leaders succeed while remaining calm, professional, and detail-oriented in a fast-moving international environment.

Qualifications

- Experience supporting nonprofit boards, senior executives, or Jewish volunteer leadership.
- Strong understanding of nonprofit governance, Jewish nonprofit management, and board operations.
- Excellent project management and organizational skills.
- Outstanding written communication skills, including experience preparing professional minutes and Board materials.
- Ability to build relationships with diverse stakeholders across cultures and countries.
- Strong discretion and professionalism in handling confidential matters.
- Experience managing meetings, conferences, or complex events.
- Budget management experience preferred.
- Bachelor's degree or equivalent professional experience.

Why Join World ORT?

This is far more than a traditional board administration role.

You'll work directly with the CEO and international leadership on issues that shape the future of a global organization.

You'll collaborate with accomplished volunteer leaders, philanthropists, educators, and professionals around the world while helping strengthen governance for an organization making a meaningful impact through education.

If you love the Jewish world, if you're energized by mission-driven work, thrive in complex international environments, and take pride in making organizations run exceptionally well, we'd love to hear from you.

How to Apply

For more information and to apply, please send your resume and a brief cover letter to allison.weinger@ort.org with Director of Board Engagement in the subject line.