

July 2026

AZM Position Description:

Zionist Programs & Operations Manager

The [American Zionist Movement](http://www.azm.org) (AZM) seeks a highly organized, creative, and mission-driven Programs & Operations Manager to support the development and implementation of projects that strengthen engagement with Israel, Zionism, and the Jewish people. This is an exciting opportunity to work closely with leaders of major Jewish Zionist organizations across the United States and Israel while shaping impactful educational, communal, and leadership initiatives.

AZM is comprised of 51 national Jewish Zionist organizations and works across a broad ideological, political and religious spectrum linking the American Jewish community together in support of Israel, Zionism and the Jewish people. AZM is the US Zionist Federation in the World Zionist Organization and every five years oversees the election of American delegates to the Zionist Congress.

Summary

The Programs & Operations Manager plays a central role in supporting AZM's programs, events, governance activities, and day-to-day operations. The ideal candidate is a proactive self-starter who excels at managing multiple priorities, coordinating complex projects, and building relationships with a diverse range of stakeholders.

We seek a staff member committed to Zionism, who wants to be involved professionally in advancing the Zionist movement and can be a dedicated, flexible member of a small office team.

AZM currently has task forces working in the areas of Zionist Education & Programming; Young Adults & Outreach; Media & Communications; Fundraising & Development; and Election Review & Reform.

This position reports to the Executive Director and is based at AZM's Midtown Manhattan office (with in-person work expected from Monday to Thursday and remotely on Fridays).

Primary Responsibilities

Responsibilities include, but are not limited to:

Program Development & Event Management

- Develop, coordinate, and strategically implement educational, leadership, advocacy, and community engagement programs in both virtual and in-person formats.

- Plan and execute webinars, seminars, conferences, receptions, meetings, and special events.
- Coordinate all event logistics, including registration, venue management, speaker relations, travel arrangements, vendor coordination, materials preparation, and attendee communications.
- Support post-event evaluation, reporting, and participant engagement efforts.
- Collaborate with member organizations and community partners to identify opportunities for joint programming and strategic partnerships.
- Lead preparations for the next AZM Biennial National Assembly – a two-day leadership conference, to be held approximately eighteen months from now.
- Oversee staff or consultants working on AZM social media, external communications and website.

Board, Committee & Stakeholder Relations

- Coordinate meetings of the Board of Directors, committees, task forces, and working groups, both virtually and in person.
- Serve as lead staff for several of the AZM task forces
- Prepare meeting agendas, materials, presentations, minutes, and follow-up communications.
- Maintain ongoing communication with lay leadership, member organizations, volunteers, partners, and other stakeholders.
- Support governance processes and organizational initiatives involving AZM's broad network of constituent organizations.

Operations & Administration

- Manage staff and interns related AZM activities described above.
- Provide operational support for daily office functions.
- Maintain organizational databases, records, contact lists, and CRM systems.
- Assist with budget tracking, invoice processing, vendor management, and event-related financial administration.
- Manage project timelines and workflows to ensure successful execution of organizational priorities.
- Support organizational reporting and data collection efforts.

Qualifications

The ideal candidate will be a motivated, highly organized supporter of Israel and Zionism who can effectively engage with individuals and organizations representing diverse perspectives within the Jewish community and has experience working with lay leaders in the nonprofit setting.

Candidates should demonstrate:

- Creativity and initiative in developing innovative programs and engagement opportunities.
- Strong project management skills with the ability to move initiatives from concept through execution.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously in a fast-paced environment.

- Strong written and verbal communication skills.
- Professionalism, discretion, and the ability to build positive relationships with colleagues, donors, volunteers, and community partners.
- Familiarity with current events in Israel and the broader Jewish communal landscape.
- Comfort working both independently and collaboratively within a small team environment.
- Experience with social media management, email marketing platforms, basic graphic design, and website content management.
- Excellent problem-solving skills and a proactive approach to identifying and addressing organizational needs.
- Strong technical proficiency, including systems such as Microsoft Office, Google Workspace, Zoom, CRM/database systems, and project management tools.

Experience

- Bachelor's degree required.
- 4-6 years professional experience in program management, event planning, communications, nonprofit administration, executive support, or related fields.
- Background in managing personnel.
- Experience within Jewish communal, nonprofit, Israel-related, educational, or membership-based organizations strongly preferred.
- Limited working proficiency of Hebrew and time spent living, working or studying in Israel are advantageous.

Compensation & Benefits

- Salary range: \$80,000–\$90,000, commensurate with experience.
- Medical insurance.
- Paid vacation and sick leave.
- 401k Retirement plan (with employer contribution after 2-year waiting period).
- Pre-tax commuter transit option.
- Early office closing for Shabbat and Jewish holidays.

How to Apply

Please submit a resume and cover letter expressing your interest in the position and how your experience aligns with the qualifications listed. They should be sent to jobs@azm.org with "Programs & Operations Manager" in the subject line.

Equal Employment Opportunity

The American Zionist Movement is an equal opportunity employer. All applicants for employment will be considered without regard to race, religion, color, creed, national origin, ancestry, age, gender, sex, pregnancy, sexual orientation, gender identity, gender expression, marital status, physical or mental disability, medical condition, genetic information, military or veteran status, or any other classification protected by applicable law.