

Position Description

The Matzevah Foundation

Title: President

Creation Date: 03/01/15

Position Objective:

To lead and develop the vision, mission and objectives of The Matzevah Foundation (TMF)

Accountabilities:

1. Mobilize physical and financial resources to support the operations and mission of TMF.
2. Promote the work of TMF through public speaking, networking and media development.
3. Interface with Bruce D. McKee, Attorney and Counselor of Law of McKee Counsel, to maintain the legal integrity and operation of TMF.
4. Develop and strengthen the working relationship among TMF and its partners including the Rabbinical Council for Matters of Cemeteries, the Foundation for the Preservation of Jewish Heritage, the Auschwitz Jewish Center, and Jewish Community leadership in Poland and the United States.
5. Build relationships and foster cooperation with like-minded Christian churches and organizations.
6. Lead and develop Jewish Cemetery restoration projects in cooperation with the TMF Board of directors and its partners.
7. Recruit, train, and engage volunteers for TMF Jewish cemetery restoration projects (in partnership with the TMF Board of Directors).
8. Represent TMF at community events, conventions and symposiums.
9. Prepare and submit status reports on a quarterly basis.

Relationship to Others:

- Interacts with TMF partners (Rabbinical Council for Matters of Cemeteries, Foundation for the Preservation of Jewish Heritage, Auschwitz Jewish Center, etc)
- Leads the TMF Board of Directors
- Leads and trains TMF volunteers
- Interacts with the public