

**ADINA L. GERVER**

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**EDUCATION and TRAINING**

- New York University**, Wexner Graduate Fellow/Davidson Scholar New York, NY  
MPA, Non-Profit Management; MA, Hebrew and Judaic Studies; Sept. 2016  
additional coursework at HUC-JIR
- Kevah**, Teaching Fellowship (training in Jewish adult education pedagogy) Berkeley, CA  
inaugural cohort, 2012–2013
- Drisha Institute for Jewish Education** New York, NY  
Scholars Circle and Arts Fellowship, 2009–2010
- Pardes Institute of Jewish Studies** Jerusalem, Israel  
Advanced Scholars Program, 2008–2009
- Yeshivat Hadar**, Summer fellow, 2008 New York, NY
- Harvard College**, BA, *cum laude*, History and Women’s Studies; 2003 Cambridge, MA

**WORK EXPERIENCE**

- Freelance Writer, Editor, and Educator**: 2006–present New York, NY
- Clients have included: Beit Morasha of Jerusalem, Jewish Book Council, Solomon Schechter Day School Association, Uri L’Tzedek, Drisha Institute, and Jewish Orthodox Feminist Alliance
  - Researched policy issues and facilitated efforts to strengthen mission and long-term planning
  - Actively participated in development functions, including grant-writing and fundraising support
  - Developed curricular programs, including recruiting faculty and technological collaborators, creating mock-ups of online components, and building full program budgets from scratch
  - Wrote *divrei tzedek* and recorded podcasts for the American Jewish World Service
  - Taught prayer book Hebrew to children, online, through the JCC in Manhattan
  - Conceived, developed, and taught a 4-session, text-based course (“Convincing God: A Series”) to adults through Kevah
  - substitute-taught at community day school (early childhood through grade 5), including teaching Bible, Prophets, literacy, math, and art
  - Tutored graduate students in microeconomics (individually and in groups) and graded microeconomics problem sets at New York University
  - Managed and expanded use of social media, including live-Tweeting events
  - Copy-edited academic Judaic Studies texts for professors and graduate students
- Skirball Center for Adult Jewish Learning**: Nov. 2005–June 2008 New York, NY  
*Assistant Director*
- Wrote, edited, and oversaw the production and mailing of seasonal 24-page course catalog
  - Directed graphic, editorial, and budgetary aspects of printed and online materials
  - Managed all communication with faculty about courses, including topics, logistics, and descriptions; wrote and edited course descriptions
  - Led recruitment and retention for IYUN, a three-year certificate program for adult Jewish learners
  - Planned faculty meetings for IYUN faculty to discuss curriculum and program progress

- Developed Hebrew curriculum with Director and Hebrew-language faculty
- Wrote comprehensive evaluation reports based on end-of-semester student surveys
- Organized community-building programs for students; collected and reported on student feedback via focus groups and written surveys

**The Covenant Foundation:** Aug. 2003–Oct. 2005

New York, NY

*Program Officer*

- Prepared materials and presentations for Board of Directors, including grant and award recommendations; communicated regularly with board members; staffed board meetings
- Managed budget and planning for two multi-day seminars for early-career Jewish educator Fellows
- Created and maintained office calendar and grant filing system
- Maintained e-mail and phone contact with Fellows, including organizing regular conference calls
- Streamlined and clarified grant and award guidelines

### **VOLUNTEER ACTIVITIES**

**Washington Heights Congregation**

New York, NY

*Board Member:* 2012–present

- Managed online communications, including Facebook presence and weekly e-mail announcements (2012–2017)
- Conceived of and executed used book sale involving five congregations, raising \$3500 for charity

*Jewish Educator:* Fall 2010, Spring 2013

- Taught a beginning Talmud class to a diverse group of adults

### **SKILLS**

*Editorial:* editing, copy-editing, indexing, copywriting

*Computers:* basic HTML, online content management systems, Wordpress, social media platforms

*Graphic Design:* layout of texts (Hebrew and English), Photoshop

*Languages:* English (native), Hebrew (proficient), some Aramaic

### **GRANTS, AWARDS, and FELLOWSHIPS**

Wexner Graduate Fellowship/Davidson Scholar (2011–2015)

AviChai Writers' Seminar for the Jewish People (2009–2010)

Everett Fellowship for Young Adults, National Havurah Institute (2009)

American Jewish World Service Lisa Goldberg Memorial Writers' Fellowship (2008)

Bronfman Youth Fellowships in Israel Alumni Venture Fund Grant (2008)

Bronfman Youth Fellowship in Israel (1996)

### **PUBLICATIONS**

“‘You Shall Be Holy’: A Jewish Ethics Project,” *Jewish Educational Leadership* 8:3, Summer 2010, 34–35.