



Job Title: Director of Jewish Family Services

Department: Jewish Family Services

Summary:

The Jewish Federation of Greater Des Moines is seeking a director of Jewish Family Services (JFS) to oversee and implement the organization's family and senior outreach efforts. Jewish Family Services provides critical support to seniors, those in need of emergency resources, growing families, and recent Jewish immigrants. Jewish Family Services offers social programs and helps vulnerable community members stay connected, healthy, and secure in their homes. This position reports to the Executive Director of the Jewish Federation of Greater Des Moines.

The director will be expected to:

- Develop, oversee, and implement social services and community partnerships
- Budget for and disperse financial and other types of assistance
- Assess non-financial needs for seniors and other community members
- Make referrals to community resources and provides direct services

Essential Duties & Responsibilities:

Finance

- Develop and monitor annual JFS budget
- Create eligibility criteria for tzedakah, assess requests based on eligibility, disburse funds as appropriate. Maintain record and documentation of disbursements.
- Manage grants awarded to JFS.
- Manage the Federation's Education department scholarships and other scholarships as assigned.

Social Services

- Provide programming based on ongoing assessment of community needs to determine appropriate JFS services.
- Partner with other community organizations on issues relevant to the Jewish community, for example health care services and transportation. (Examples of partner organizations: DART, EveryStep, Candeco, Easter Seals, or food banks.)

- Assess and engage in local, state, and national initiatives that align with JFS.
- Provide social service assessment, case management, referrals, and coordination with external services.
- Administer, create, and disperse lifestyle cycle basket to Jewish community members.
- Perform related duties as required.

Administration and Financial Skills

This position requires:

- Excellent verbal and written communication and interpersonal skills.
- Engaging on both “big picture” and detail-oriented levels.
- Demonstrated experience in creating relationships with community resources.
- Demonstrated ability to identify and financial resources for internal and external activities .
- Strong organizational and time-management skills, and the ability to identify and adjust changing priorities in a fast-paced work environment.
- Ability to self-manage priorities in tandem with organization’s interests.
- Capacity for translating policies and information into action.
- Experience building and managing a budget.
- Ability to work with individuals and groups across many age demographics.
- Ability to exercise good judgment, discretion, tact, and diplomacy.
- Integrity and ability to maintain a high level of confidentiality.
- Grant writing and implementation experience preferred.

Education/Experience

- Master’s degree in social work preferred.
- Minimum of bachelor’s in social work or related area with at least two years working in a healthcare, social work, or non-profit setting. If the individual is a social worker, they must maintain a current State of Iowa social work license.
- Maintain current mandatory reporter status.
- Strong knowledge base of social work principles and geriatrics.
- Understanding and respect for Jewish values and traditions.
- Knowledge of community and state-level resources.

Physical/Related Requirements

The primary responsibilities of this position necessitate the following physical requirements, either with or without reasonable accommodation, which also constitute essential functions of the position:

- Must have or be able to obtain a valid Iowa driver's license and vehicle.
- Must be able to effectively communicate in person, over the phone, and via formal written communication and e-mail.
- The functions of this position may include the availability/ability to work varied days of the week and hours of the day from time to time.

Additional Information: While this job description attempts to identify essential functions required of the position and offers various examples of the kinds of physical demands required, it does not list all required tasks and other duties may be required or assigned. Additionally, this job description is in no way a contract of employment and it does not affect the at-will nature of any employment relationship.

Interested applicants should send a resume and cover letter to jarad@jewishdesmoines.org.