



## **Jewish Family and Children's Services of Philadelphia**

### **Chief Executive Officer**

#### **Position Description**

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#### **BACKGROUND:**

Jewish Family and Children's Service of Greater Philadelphia ("JFCS") has a unique and vital mission: to strengthen families and individuals across generations and cultures to achieve stability, independence, and community. JFCS began in 1869 as United Hebrew Charities, and was established to provide food, clothing, fuel, medical assistance, and other aid to those in need. By 1920, the agency had evolved from a largely volunteer organization to a professional organization with trained social workers. By 1948, the agency became Jewish Family Service of Philadelphia, and in 1983 the Association for Jewish Children (AJC) and Jewish Family Service (JFS) merged to become JFCS. We serve a diverse community well beyond the Jewish community.

Our CEO is retiring after 14 years as JFCS's CEO and is leaving the organization in strong financial, programming and community positions. The leadership of the organization seeks a dynamic executive with a proven record of accomplishment to lead the organization as it moves to build upon a new vision for the future. Areas of focus for the organization include:

- Efficiently and effectively run a nonprofit in an increasingly diverse and hybrid environment
- Expanded Community Impact
- Effectiveness, Capability, and Capacity
- Expanded Fundraising and Brand Awareness

This position is based in Greater Philadelphia, Pennsylvania which is centered around a modern city, steeped in history, filled with tight-knit communities and which is affectionately known as the "City of Brotherly Love." The area is known for its great cultural activities and world-class sports. The main office is in Bala Cynwyd, a community-oriented neighborhood just outside of Philadelphia, with an impressive multi-cultural community that matches its history. JFCS seeks to create an impact by serving those in need within the area's Jewish community and beyond.

#### **SUMMARY:**

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for JFCS staff, programs, fundraising and execution of its mission. The CEO will initially develop deep knowledge of the community, our supporters, core programs and partnerships, operations, and business plans. The CEO will have the overall responsibility for creating, planning, implementing, and integrating the strategic direction of the organization and all its components and departments. The agency has a broad array of programs and services managed and delivered through over 100 employees and many volunteers. The successful candidate must be a collaborative and energetic leader, with strong fund/donor development, financial and resource management skills.

## **ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES:**

- Provide strong, creative, and nurturing leadership to the management team, staff, and volunteers. Ensure the development of an agency committed to the attraction, motivation, and retention of high-quality management, staff, and volunteers.
- Provide oversight to the Executive Team in their respective responsibilities for all areas of administration including, but not limited to, program development and evaluation, governmental licensing and compliance, risk management, professional development, fundraising, finance, business operations, human resources, grant and contract management, volunteer services, and marketing,
- Develop and strengthen partnerships with key stakeholders and constituencies, including funding organizations, e.g., Jewish Federation of Greater Philadelphia, individual donors, governmental bodies, community, and family foundations and other not for profit organizations.
- Direct the development of an annual operating plan and budget and take responsibility for meeting the commitments of the plan and budget.
- In partnership with the Chief Business & Resource Development Officer, seek funding sources, design, and implement fund development activities, including cultivation of major individual, foundation, and corporate donors, to achieve annual operating, capital campaigns and endowment needs of the agency.
- In conjunction with the Board and the management team, develop organizational goals and objectives consistent with the mission and vision of the agency. Facilitate the accomplishment of goals, objectives, and strategic plans established in cooperation with the Board of Directors. Direct the implementation of policies developed by the management team and Board of Directors.
- Serve as primary spokesperson for the agency to the media and others; facilitate ongoing efforts to promote agency services. Be visible in the community as the face of JFCS and participate in community events.
- Maintain an excellent working relationship with the Board of Directors and its committees.
- Communicate with the public, co-workers, and community members in a clear and concise, professional, and courteous manner in alignment with JFCS's values-based culture.

## **KEY QUALIFICATIONS:**

1. Energetic, inspirational, inquisitive and creative thinker with high ethical standards.
2. A visionary and a strategic thinker who, working with the Board, develops a shared vision for the future of the organization, builds understanding around the mission, and develops and pursues appropriate goals and strategies and funding to advance that mission.
3. A proven track record of innovating, developing, expanding, and growing programs and services to meet the changing needs of the community.
4. Successful track-record of strong, collaborative leadership having served in a senior leadership position within non-profit organizations or related for profit organizations. Experience in budgeting and financial management is required.
5. Commitment to the mission and values of the organization.
6. Have outstanding analytical and written/verbal communication skills. Will engage in public speaking, as the organizational representative to the community.
7. Ability to evaluate the organizational effectiveness of the agency and recommend changes or new models to build capacity and efficiency.
8. Flexibility and adaptability in dealing with the evolving needs of the community, staff, and lay leadership.
9. Ability to engage top community leaders in support of JFCS. Must be able to attend in-person meetings with community organizations, donors, foundations, and other strategic alliances.
10. Familiarity and understanding of Jewish values, community traditions, religious practices, and culture.

## **OTHER QUALIFICATIONS**

- Master's degree preferred with focus in social services, non-profit management, business administration, human services, or related field a plus.
- Strong and diverse experience in all aspects of fund development including annual events, grant development, individual gift solicitation, stewardship, and endowment development.
- Demonstrated ability to create and maintain partnerships among individuals, governmental and non-governmental/non-profit organizations, businesses, and foundations, both locally and nationally.
- Excellent people skills with proven ability to relate to all people within JFCS and the communities it serves, as well as to build consensus and solve problems.
- Ability to direct total operations through program development, professional and volunteer development, supervision of staff, fund development, fiscal management, marketing, and public relations.
- Tech savvy with relevant experience in information technology platforms including fundraising, customer relationship management, marketing, and social media.

## **COMPENSATION**

The salary range established for this position is \$235,000 - \$250,000 depending upon experience. A generous and comprehensive benefit package is available.

## **EQUAL OPPORTUNITY EMPLOYMENT**

JFCS supports and is committed to equal opportunity employment. It is our policy to provide equal opportunities in any term, condition, or privilege of employment to all associates and potential associates based on their merits and ability to perform, without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, citizen and veteran's status, national origin, ancestry, age, disability, genetic information, or any other prohibited factor.

***For more information or to apply, please contact [Carin@sageviewconsulting.com](mailto:Carin@sageviewconsulting.com)***