

WHO ARE WE?:

Jewish Family Service of Cincinnati strengthens lives in our community by providing professional social services to families and individuals in times of need. Jewish Family Service serves all individuals, without regard to religion, race, age, disability, sexual orientation, national origin, or ability to pay. JFS was founded in 1943 with the vision of leading the way to a Jewish community where everyone lives with dignity, security, and hope. Over the years, the agency has evolved and adjusted its mission to meet the ever changing needs of the community it serves, but one thing has remained the same since the agency was founded—Jewish Family Service hires incredible people to do remarkable things!

If you are wondering, whether you have to be Jewish to work here, the answer is absolutely not! Jewish Family Service **values a diverse workforce** and serves clients from all walks of life and with every imaginable background. We are an Equal Opportunity Employer and are not concerned about your religious affiliation, ethnicity, sexual orientation, gender/gender identity, race, political beliefs, etc. We only care about your abilities, skills, knowledge, and degree of human compassion.

POSITION SUMMARY:

The VP, Operations is responsible for the day-to-day operations of Jewish Family Service, an 11 million human services agency serving more than 3,400 people annually. The VP, Operations monitors systems and practices to ensure high standards of operations in alignment with the JFS mission, values and strategic directions. The VP, Operations oversees the development and management of organizational systems, security, facilities, IT, staff development, and volunteer programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage JFS facilities, including the Headquarters and Barbash Family Vital Support Center to maintain secure, clean, professional and functional workspaces
- Serve as liaison with the providers of outsourced HR and Finance services in partnership with JFS' CEO

- Serve as the liaison with community partners where they overlap with agency operations
- Partner with Jewish community security consultants to ensure safety protocols and facilities.
- Serve as liaison with property managers and property owners
- Manage IT systems, strategy, cyber-security, and equipment in partnership with IT Vendor
- Partner with agency leaders and back-office support providers to proactively improve systems and address issues
- Steward the operational budget and oversight of agency financials in partnership with CEO and CSO
- Oversee employee engagement and development, including implementing engagement surveys and other talent management initiatives.
- Lead agency monthly staff meetings and all-staff gatherings including annual staff retreat and holiday party
- Lead onboarding procedures for new employees to ensure they have necessary equipment and work spaces
- Monitor agency contracts related to operations
- Supervise Operations Director whose work encompasses managing the day-to-day facilities functionality; oversight of building security protocols; coordinating facility equipment vendors; and providing oversight for agency-wide volunteer programs
- Supervise Operations Specialist who assists with daily operations, onboarding, IT management, and supporting all-staff gatherings
- Lead agency projects as assigned
- Participate in Leadership Team meetings to collaborate with agency leadership
- Participate in Board of Directors meetings as needed
- Keep current on community needs and partner on community wide initiatives that align with JFS' strategic directions
- Network with professionals through conferences, webinars, and collaborative phone calls

POSITION QUALIFICATIONS:

- Minimum, Bachelor's Degree in related field
- Minimum of ten years of administrative, supervisory, and leadership experience.
- Demonstrated experience in social service administration, facilities management, vendor management, and oversight of strategic partnerships
- Experience with planning and facilitation of events and meetings
- Experience with staff oversight and supervision
- Demonstrated ability in program administration and budgeting
- Strong interpersonal skills and executive leadership
- Excellent written, verbal, and interpersonal communication
- Proficient in Microsoft Office programs

BENEFITS WE OFFER:

Jewish Family Service of Cincinnati offers a professional yet friendly and fun work environment. We offer some nice perks* such as:

- Paid Holiday: 7 National holidays and up to 13 Jewish holidays every year
- Professional development including Free CEUs and Free Group Supervision (2 hours per week for LSWs working toward LISW, maximum of 6 supervises in the group)
- Flexible schedule
- Free onsite parking
- Health, Dental, Long Term Disability, Life Insurance
- 401K, Flex Spending Account, Health Savings Account
- Generous Vacation and Sick time
- Discount on individual membership at the Mayerson JCC, the J Cafe, and preschool

*Some perks require a minimum number of work hours per week or eligibility

This position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in the above position.