



## **Director, *Schechter* Holocaust Services**

Jewish Family & Children's Service (JF&CS) is home to *Schechter* Holocaust Services (SHS), Greater Boston's only program dedicated to helping Holocaust survivors age with dignity, security, and connection. SHS provides vital supports—including home care, food, medicine, case management, and community programming—to more than 400 survivors, the majority of whom are Russian-speaking.

JF&CS is seeking a strategic, compassionate, and operationally strong Director to lead this critically important program. The Director will supervise a team of case managers and administrative staff, oversee services for a vulnerable and aging survivor community, ensure compliance with complex grant requirements, and develop strategies to sustain and fund impactful services through thoughtful planning, donor engagement, and community leadership.

This role requires a leader who can balance the heart of the work with the discipline of strong systems: supporting a trauma-informed team, stewarding significant financial resources, responding to evolving client needs, and representing JF&CS and SHS within the Jewish community and among key funders.

This position reports to the Division Director, Services for Older Adults, and is a member of the Services for Older Adults and JF&CS Leadership teams.

**APPLY HERE**

### **Position Highlights & Benefits**

- Full-time, exempt position
- Annual salary range: \$82,000-\$89,000
- Hybrid schedule, requiring at least 2-3 days in-person in the Waltham office or in the community

- Paid time off includes ample sick time and 22 days of vacation, in addition to national and some Jewish holidays
- Immediate eligibility for dental, vision, retirement plan; no waiting period
  - Medical Insurance coverage is effective the 1st of the month following 30 days of employment

## **Leadership Responsibilities**

### *Program Leadership and Operations*

- Lead all aspects of *Schechter* Holocaust Services, including supervision of a seven-person team, oversight of services for more than 400 clients, budget management, and strategic planning to maximize program impact.
- Foster a collaborative, trauma-informed team culture that recognizes the emotional complexity of working with older adults who have lived through persecution, displacement, loss, and prolonged hardship.
- Strengthen workflows, systems, and operations so that limited resources are deployed efficiently, compassionately, and in response to increasing client need.
- Plan strategically for the evolving social-emotional, health care, logistical, and financial needs of aging Holocaust survivors.
- Allocate financial assistance and supportive resources thoughtfully and equitably, in accordance with demonstrated client need and funder requirements.
- Collaborate with other JF&CS programs to coordinate services for SHS clients and contribute to broader strategy across Services for Older Adults.

### *Grant Management and Compliance*

- Serve as the primary liaison to the Claims Conference on Jewish Material Claims Against Germany, SHS's largest funder.
- Implement grant guidelines, monitor compliance, and ensure that program practices align with funder requirements.
- Partner with administrative and fiscal staff to monitor spending, prepare accurate reports, respond to audits, and maintain strong financial controls.

- Develop annual grant requests that reflect the growing needs of aging Holocaust survivors and the resources required to support them.

#### *Development and Community Leadership*

- Cultivate and steward donor relationships in partnership with development colleagues, helping communicate the needs of Holocaust survivors and the impact of SHS services.
- Identify and respond to new funding opportunities through proposal development and grant preparation.
- Plan and facilitate JF&CS Holocaust-related programming that builds connection, honors survivor experience, and strengthens communal engagement.
- Collaborate with community partners on Holocaust-related activities and initiatives across Greater Boston.

**APPLY HERE**

#### **Qualifications**

- Degree in human services, nonprofit administration, social work, public administration, or a related discipline plus at least seven years of relevant leadership experience preferred; equivalent experience will be considered.
- At least 7 years of leadership experience managing programs, teams, budgets, and operations in a human services, nonprofit, health care, aging services, or related setting.
- Proven ability to lead, motivate, and support teams of case managers serving older adults with complex needs
- Excellent operational skills, including the ability to optimize workflows, systems, and practices to best use limited resources.
- Strong attention to detail, ideally demonstrated through experience with highly regulated funding streams (e.g., government, public-sector), including grant oversight, compliance monitoring, reporting, and audits.
- Knowledge of the Holocaust and understanding of the cognitive, physical, emotional, cultural, and social needs of survivors and their families.

- Ability to work effectively across cultures, including with Russian-speaking clients, staff, families, and community members.
- Excellent judgment, communication, and relationship-building skills.
- Comfort using Microsoft Office and client information systems, with the ability to learn and oversee technology-based reporting and data systems.
- Commitment to JF&CS's core values of dignity, human connection, empowerment, and equity.
- Flexibility to work occasional evenings and weekends, as needed.

## About JF&CS

For more than 160 years, Jewish Family & Children's Service has been helping individuals and families build a strong foundation for resilience and well-being. We intentionally serve and employ people of **ALL** faiths, backgrounds, cultures, and abilities.

We have a strong culture of professional development, work-life balance, and promotion from within.

*JF&CS is an equal opportunity employer who serves and employs people of all cultures and faith traditions. Employment opportunities are available to all without regard for race, color, national or ethnic origin, religion, age, sex, gender, gender identity and expression, sexual orientation, marital status, veteran status, or disability.*

[APPLY HERE](#)