



## **Chief Executive Officer Jewish Family Service of Tidewater Position Description**

### **Background**

Jewish Family Service (JFS) of Tidewater, a non-profit agency established over 70 years ago, was originally formed to provide a wide range of social services to the Tidewater, Virginia community. Over the years, through internal growth and innovative programming, JFS expanded to provide skilled and private duty home health care, guardianship, counseling, care management, meals-on-wheels, transportation, adoption, food and financial assistance and other social services throughout the communities of Coastal Virginia/Hampton Roads and, in some cases, throughout Virginia. The Personal Affairs Management (PAM) program has been recognized as a Model Program by the Governor's Advisory Council on Aging and is approved as a Public Guardian by the Virginia Department of Aging. With a \$9 million budget and over 200 employees, JFS seeks a full-time Chief Executive Officer (CEO) to lead and manage all programs and the management team, as well as oversee effective financial management, the planning process, the agency's community partnerships, marketing initiatives and fund development.

The Tidewater area includes Virginia Beach, Norfolk, Chesapeake, Portsmouth, Suffolk, and even the cities of Newport News and Hampton. The area is home to a population of over 1.7 million people and serves as headquarters to such well-known companies as Dollar Tree, Norfolk Southern Corp., Newport News Shipbuilding, Sentara Healthcare and more. The region boasts recreational activities along the Chesapeake Bay and Atlantic Ocean as well as thriving downtown districts and town centers with popular restaurants, shopping destinations, and art and music venues including the Virginia Symphony, Virginia Opera, Chrysler Museum of Art and Virginia Stage Co. To explore the Jewish community, please check out <http://jewishva.org/ST-communitydirectory>.

### **Summary**

The Chief Executive Officer (CEO) of JFS Tidewater is responsible for the overall successful leadership and management of the Agency and its related divisions, implementation of all planning efforts, fiscal management, staff management and development, fund development, Board and community partnership coordination, with accountability to the Board of Directors and its elected Board President. The successful candidate must be a collaborative and energetic leader, with strong fund development, financial management and employee relations skills.

**Essential functions and primary responsibilities:**

- Responsible for the agency's consistent achievement of its mission and financial and service objectives
- Maintain compliance with applicable laws and regulations and implement corrective action in response to reports of agency committees and regulatory agencies.
- Adherence to agency policy on ethics and maintain confidentiality in accordance with HIPAA requirements and JFS policy
- Provide strong, creative, energetic leadership to the Management Team, staff, and volunteers. Ensure the development of an agency committed to the attraction, motivation, and retention of quality personnel from Management Team, staff, and volunteer standpoints
- Provide oversight to the Management Team and their respective responsibilities for all areas of Agency administration including, but not limited to, program development and evaluation, State licensing and compliance, risk management, professional development, fundraising, finance, business operations and human resources, grant and government contract management, volunteer services, marketing, and public relations
- Develop and strengthen partnerships with key stakeholders and constituencies, including funding organizations, individual donors, governmental bodies, private foundations and other organizations
- Direct the development of an annual operating plan and budget and take responsibility for meeting the commitments of the plan and budget. Develop and facilitate an active planning process, including program review, strategic planning and vision for the organization
- Work with the Board of Directors in the design and implementation of all fund development activities, including cultivation of major individual, foundation and corporate donors, to achieve annual operating and endowment needs of the Agency
- In conjunction with Board of Directors 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 implementation of policies developed by the Management Team and Board of Directors
- Develop new programs to meet the changing needs of the community that the Agency serves
- Serve as primary spokesperson for the Agency to the media and facilitate ongoing efforts to promote Agency services
- Provide thought leadership for all Agency constituents on issues that relate to the Agency mission
- Maintain an excellent working relationship with the Board of Directors and its committees. With the Board President, develop an active and committed Board of Directors who govern the Agency's strategic activities, develop its organizational capacities, and strengthen its role in the community
- Serve as Administrator of the agency's Skilled Home Health Program, supervise the Director of Nursing/Clinical Manager and be responsible for the day-to-day operation of all aspects of the Program

**Qualifications:**

- A minimum of a Master's Degree in Social Work, Health Care Administration, Non-Profit Management, or related field. Experience with home health programs and/or social services is highly desired
- Experience in fiscal management; business experience desired
- Eight to 10 years post-graduate experience, five to seven of which are in a progressively responsible administrative and supervisory capacity
- Strong and diverse experience in all aspects of fund development including annual events, grant development, individual gift solicitation, stewardship, and endowment development
- Must have experience in the overall management of a non-profit organization; or equivalent combination of education and experience in several of the administrative areas, including the highest level
- Demonstrated ability to create and maintain partnerships between individuals, governmental and non-governmental organizations, business entities, and foundations, both locally and nationally
- Must have knowledge and familiarity with Jewish customs, traditions and levels of observance and demonstrate willingness to support the Tidewater Jewish community
- Successful track-record of strong leadership and management of organizations similar to this Agency
- Have outstanding analytical and written/verbal communication skills
- Energetic, forward-thinking, and creative with high ethical standards and an appropriate professional image
- Articulate and able to relate to people at all levels of an organization, as well as respond effectively to the most sensitive inquiries, grievances, or complaints
- Decisive visionary with a "big picture" perspective and well versed in organizational systems
- Able to manage a highly complex agency and respond quickly to crises
- Compassionate, good listening skills, and excellent people skills with ability to build consensus
- Compliance with agency policies regarding confidentiality, HIPAA, adherence to Code of Ethics, all state and federal regulations and standards governing the agency operating as a Licensed Child Placing Agency, and all federal and state regulations and the conditions of participation under Medicare
- Flexibility in dealing with the evolving needs of the community, staff, and lay leadership

***Qualified and interested candidates are invited to submit their cover letter and resume to  
carin@sageviewconsulting.com***