



**Chief Executive Officer
Jewish Family Service of MetroWest New Jersey
Position Description**

Background

Guided by the wisdom and values of our tradition of respect for all people, Jewish Family Service of MetroWest New Jersey provides innovative, compassionate, and outstanding social services to enhance the independence and well-being of individuals and families throughout all stages of life. With unparalleled professionalism, humanity, and respect for all who seek its support, JFS MetroWest has been helping families and individuals of all ages manage life's challenges since 1861. JFS is the MetroWest community's premier mental health and social service agency providing comprehensive behavioral healthcare and related social services to over 6,000 members of the Jewish and general communities in Essex, Morris, Sussex, North Union, and lower Hudson Counties.

JFS today delivers an expanding number of programs to increasing numbers of people. For children and families, JFS provides individual, couple, child, and family counseling, play therapy, support groups, school and synagogue based social work services, family life education and other assistance needed to support healthy families. Rachel Coalition, a division of JFS, provides domestic violence services for all affected members of the family. JFS also offers a wide range of services for older adults and their families including case management services, counseling, caregiver education, volunteer friendly visitors and specialized programs for Holocaust survivors.

Summary

The Chief Executive Officer (CEO) of JFS MetroWest NJ 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 partnerships, 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 and financial management skills.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES:

- Responsible for the agency's consistent achievement of its mission and financial and service objectives
- 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 a 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, e.g., Jewish Federation and the Claims Conference, individual donors, governmental bodies, private 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. Develop and facilitate an active planning process, including long-range strategic planning, that ensures the Agency's objectives are met
- 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 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

QUALIFICATIONS:

- A minimum of a Master's Degree in Social Work, Public Administration, Non-Profit Management, or related field
- Experience in fiscal management; business and technology experience desired
- Ten to fifteen years post-graduate experience, eight to ten 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, corporations, 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 MetroWest 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
- 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@sageviewsonconsulting.com***