



## Portland Oregon, a vibrant and engaged community, is seeking the next Executive leader for Jewish Family and Child Service.

### Purpose:

The Executive Director is responsible for providing strategic, operational, ethical, culturally responsive and inspirational leadership that is consistent with the mission, values, Board directions and policies. The Executive Director shall be accessible and responsible to the Board of directors and shall advise and counsel the President and Executive Committee on matters of policies, programs and budget considerations.

### Qualifications:

Minimum 7 years management experience or equivalent in an organization of similar size and complexity to JFCS (staff 35 – 50 with budget greater than \$2 M). Masters preferred or equivalent degree combined with management and supervisory experience including budgetary, business analysis and fund raising experience. Human Services experience preferred. HR certification and/or experience including a strong working knowledge of current employment law and best practices required.

### Special Skills and Abilities:

Collaboratively develop and lead effective implementation of current strategic plan and annual business plans that integrate sustainable growth, diverse revenue streams, and organizational quality and efficiency with awareness of the changing needs of the community.

- Ability to effectively communicate mission-based vision and use strategies to inspire staff.
- Assure that fiscal affairs of the organization, including cash management, are managed with the highest integrity and accuracy with respect to Generally Accepted Accounting Principles (GAAP), contractual obligation, all legal requirements and Board policies. Develop, maintain, and incorporate effective and efficient internal controls.
- Bring an entrepreneurial spirit and expertise to the analysis, development and practical growth of the agency with an eye to strengthening its business basis.
- Cultivates positive relations with funders and donors that are consistent with the mission and future of the organization.
- Actively promote JFCS's activities and serve as primary spokesperson and visible representative of the organization to media, Federation and other Jewish agencies.
- Increase awareness and visibility of the organization's mission-based services with outside organizations and the public.
- Works with staff and stakeholders to continually enhance the organization's programs.
- Assure agency-wide training and use of trauma-informed practices.
- Build and maintain a positive and strong organizational culture that assures employees and volunteers feel valued and attracts and retains competent, caring staff. This includes the implementation of human resource policies and procedures and ensuring a system of staff development that focuses on professional and personal development.
- Ensure strong agency-wide cultural understanding of Jewish life and community and ability to infuse Jewish values into agency culture and daily routine.
- Effectively manage change to minimize disruption in the organization and with staff.
- JFCS is an Equal Opportunity Employer | Full Job Description available at [jfcs-portland.org/about-us/employment](http://jfcs-portland.org/about-us/employment)

[Counseling Services](#) | [Disability Services](#) | [Emergency Aid](#) | [Holocaust Survivor Services](#)

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# JEWISH FAMILY & CHILD SERVICE

## JOB DESCRIPTION

**Job Title:** Executive Director

**Program/Department:** Administration

**Supervisor:** Board President and Executive Committee

**Date Prepared/ Updated:** 3/1/19

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### **Job Responsibilities:**

The Executive Director is responsible for the day-to-day administration of the corporation, including the hiring, supervision, evaluation and dismissal of staff.

### **Strategy & Planning**

Collaboratively develop and lead effective implementation of current strategic plan and annual business plans that integrate sustainable growth, diverse revenue streams, and organizational quality and efficiency and the changing needs of the community.

- Coordinates and assists the Board in updating JFCS's mission, vision and strategic plan and ensuring that JFCS programs are mission-driven.
- Direct research and obtain data necessary for analysis, decision-making and integrate data into planning efforts, track progress against benchmarks, and make mid-course corrections as necessary.
- Ability to effectively communicate mission-based vision and use strategies to inspire staff.

### **Financial Management and Data Management**

- Assure that fiscal affairs of the organization, including cash management, are managed with the highest integrity and accuracy with respect to Generally Accepted Accounting Principles (GAAP), contractual obligation, all legal requirements and Board policies. Develop, maintain, and incorporate effective and efficient internal controls.
- Provide accurate and timely financial statements to the Board along with the Board Treasurer
- Maintain and appropriately upgrades of both financial and program databases to provide an accurate basis for analysis and planning. Assure evaluation and reporting systems are in place to monitor progress on organizational goals and strategies.
- Provides leadership in planning and monitoring annual budget and projected future needs.
- Bring an entrepreneurial spirit and expertise to the analysis, development and practical growth of the agency with an eye to strengthening its business basis.

## **Resource and Revenue Development**

- Cultivates positive relations with funders and donors that are consistent with the mission and future of the organization.
- Develop and updates an agency-wide Development Plan that includes a diversified and sustained revenue stream consistent with the mission for JFCS's programs and services.
- Develop and manage resources through a complex combination of public and private contracts, program fees, individual donors, corporate sponsorship, and grants.
- Partner with the Board in raising funds to meet current and future needs (e.g. planned and legacy giving) of the organization, including related training and supporting their active participation in donor identification, cultivation, solicitation, stewardship.

## **Public Relations**

- Actively promote JFCS's activities and serve as primary spokesperson and visible representative of the organization to media, Federation and other Jewish agencies.
- Develop and maintain strong, collaborative partnerships and coalitions with Jewish community and diverse stakeholders, business leaders, government contacts, elected officials, educators, donors, media, and other partners.
- Increase awareness and visibility of the organization's mission-based services with outside organizations and the public.

## **Governance and Policies**

- Support the development of the Board through ongoing training, recruitment and orientation.
- Assists the President and appropriate committees in planning and conducting Board meetings and other official meetings of the organization.
- Assure proper implementation of Board policies
- Maintain familiarity of the current public policy environment, legal strategy and tactics to achieve short-term goals and longer-term systemic change.
- Informs, advises and consults with Board. Executive Committee and Board committees on organizational issues of concern.
- Initiate and direct effective communication among staff, between staff and committee chairs and the Board of Directors as necessary for the operation of JFCS programs and services

## **Programs and Services**

- Ensure that JFCS programs effectively address critical opportunities and challenges facing the community with the goal of increasing community understanding of agency services and mission.
- Drive strategic, collaborative discussions at Board meetings to assist in the formulation of plans to achieve JFCS's mission and strategic priorities
- Recommends annual operating plans and benchmarks for success in accordance with strategic plan goals.
- Works with staff and stakeholders to continually enhance the organization's programs.
- Assure agency-wide training and use of trauma-informed practices.
- Drive Volunteer program development that responds to the needs of the both JFCS programs and the community in partnership with area organizations and to provide a quality volunteer experience to participants.
- In coordination with staff and community partners increase the effectiveness of programs.

## **Human Resources**

- Build and maintain a positive and strong organizational culture that assures employees and volunteers feel valued and attracts and retains competent, caring staff. This includes the implementation of human resource policies and procedures and ensuring a system of staff development that focuses on professional and personal development.
- Promote the professional knowledge and skill development of employees conducive to pursuing mission and strategic goals.
- Demonstrate cultural self-awareness and the ability to address issues of privilege, diversity, equity and inclusion within organizational culture, practices, policies, and programs.
- Update and maintain organizational structure, job descriptions, assignments, and supervisory and evaluative procedures to effectively and efficiently pursue the mission and respond to changing needs with available resources.
- Provide personalized mentoring, coaching and training for management staff.
- Maintain a positive and healthy workplace environment that attracts, retains and motivates top quality staff
- Manage staff in accordance with Board policies and applicable laws.
- Determine salary and wages, , for employees within Board approved policies and
- Provide leadership that promotes teamwork and continually advances outstanding programs and services.
- Ensure strong agency-wide cultural understanding of Jewish life and community and ability to infuse Jewish values into agency culture and daily routine.

*Jewish Family & Child Service is an equal employment opportunity employer and does not discriminate on the basis of gender, gender identification, age, race, color, religion, national origin, sexual orientation, genetic information, mental or physical disability, marital status, uniformed services status, or any other state or federally protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.*

**Please send cover letter and resume to [edsearch@jfcs-portland.org](mailto:edsearch@jfcs-portland.org) by April 5<sup>th</sup>, 2019.**