

Job Description

JOB TITLE: Executive Director

REPORTS TO: Board of Directors

RESPONSIBILITIES: The Mission of JFS of Greenwich is to improve the lives of families and individuals of all ages in the community of Greenwich, Connecticut and beyond, while embracing Jewish wisdom, tradition, and compassion. Acting as the chief administrative officer and Clinical Director, this position plans, creates, administers, and implements programs and services that match the policies of the Board of Directors and the agency's mission statement.

PROGRAMMING AND SERVICES

- Create, plan, execute, monitor, and evaluate the agency's programs and services
- Serve as the agency's Clinical Director regarding counseling client intake and assignment to appropriate therapists
- Provide for controls of quality and quantity of services rendered by staff
- Develop in-service supervision and training for the professional development of staff members

ADMINISTRATIVE RESPONSIBILITIES

- Hire, supervise, direct, and evaluate full-time and part-time employees and volunteers
- Maintain the agency's fiscal integrity through budget monitoring and reporting of agency finances
- Prepare an annual budget in conjunction with the Treasurer and Finance Committee for presentation to the Executive Committee and the Board of Directors
- Manage and maintain the agency's physical properties
- Utilize experience and opinions of staff in administrative matters

FUNDRAISING/DEVELOPMENT RESPONSIBILITIES

- Lead development planning and execution to drive the agency's fundraising, including grant seeking and donor relationship building and management. Work in close coordination and consultation with the Treasurer and Development Committee on all development activities
- Develop and maintain productive relationships, and initiate new relationships with individual funding sources

RESPONSIBILITIES TO THE BOARD

- Assume responsibility for all financial operations of the agency including all fundraising, foundation solicitation, private and public grant solicitation, and annual fundraising benefits

- Provide detailed and timely information to the Board on the health of agency on a monthly basis, including an analysis of the agency's financial situation
- Work with the Board of Directors and relevant Committees to provide strategic planning for all aspects of JFS activities
- Recommend programs and policies to the Board of Directors
- Prepare agenda and arrange committee meetings with committee chairpersons and Board officers
- Recruit, orient, and involve lay leadership and volunteers to serve in a meaningful capacity in the agency

RESPONSIBILITIES TO THE COMMUNITY

- Develop and maintain the agency's public image, including marketing of programs and services
- Develop relationships with the community clergy, school personnel, therapists, and other social service agencies in the community
- Represent the agency at appropriate professional and community conferences and meetings
- Represent the agency at CEO functions in the professional community

QUALIFICATIONS AND REQUIRMENTS

- At least 5 years' experience in senior level management at a not-for-profit institution
- A Masters in Social Work or equivalent degree necessary to act as the agency's Administrative and Clinical Director, providing appropriate supervision for the professional per diem clinical staff. The individual should possess a Connecticut LCSW license or otherwise agree to obtain one within the first six months of employment
- Strong knowledge of and commitment to Jewish values, ethics, and traditions
- Demonstrates management skills including recruiting and hiring staff
- A successful record in program development, administration, fundraising and development, and financial management
- Demonstrates successful fundraising and development skills
- Demonstrates success in developing community relations
- Excellent marketing and interpersonal skills
- Knowledge of current best practices in management, governance, financial management, human resources, fundraising, and information technologies