



ROSE AND SIDNEY DIEM BUILDING

29699 SOUTHFIELD ROAD, SOUTHFIELD, MICHIGAN 48076-2063

PHONE: 248.559.5000 • V/TTY 248.559.5145 • FAX: 248.559.1134

WWW.JVSDT.ORG

Director, Business and Career Services

JVS Human Services helps Metro Detroiters and their families maximize their potential by providing counseling training, and supportive services for people with disabilities, job seekers, seniors, and others in need. Our approach is rooted in Jewish values and the steadfast belief that the best way to help people is to make it possible for them to help themselves.

QUALIFICATIONS:

- Bachelor's degree in business, marketing, social work, vocational rehabilitation or related field required; MBA, MS or MA in Organizational Development, Human Resources or related field preferred.
- Five years related management experience.
- Knowledge of and experience in dealing with the Jewish community, business community, government officials essential.
- Interpersonal skills and cultural sensitivity sufficient to effectively relate to and communicate with employers, participants, funding sources, public and staff.
- Composition skills sufficient to prepare required reports, grants, correspondence, etc.
- Ability to work flexible schedule including weekends, evenings and early morning.
- Ability to travel throughout the metropolitan area as well as the United States.

ESSENTIAL DUTIES:

- Develop and implement a plan to promote JVS' business and career related services by developing and maintaining a network of employers and business relationships to expand corporate contacts, business partnerships and employment opportunities.
- Work with representatives from various community organizations to develop programs responsive to the needs of the general community and also specific to the Jewish community.
- Develop business/community relations to meet workforce development needs.
- Develop and coordinate outcome based placement activities to meet the needs of job seekers and build an effective system to meet and support employer needs.

LEAH D. ROSENBAUM, PRESIDENT AND CEO ▪ **PAUL J. BLATT**, EXECUTIVE VICE PRESIDENT AND COO





Realizing Life's Potential

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- Provide oversight, review and evaluation of current programs and services. Handle new program and service design, planning, development and evaluation.
- Recruit, train and evaluate designated staff to ensure quantity and quality of work and promote professional growth and development. Complete written performance evaluations as required.
- Assist in developing program budgets and monitor the resulting spending plan ensuring that revenue adequately covers expenses.
- Work with the supervisor to identify funding opportunities and write grants as applicable.
- Maintain a positive community image through outreach, public speaking and marketing.
- Develop program budgets and monitor the resulting spending plan.
- Attend selected meetings of the Board of Trustees and subcommittees as directed.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

JVS is an Equal Employment Opportunity Employer that engages in affirmative action to employ minority, female, protected veteran status and disabled individuals. JVS is a community supported, non-profit vocational counseling, job placement and vocational rehabilitation agency operating under the auspices of the Jewish Federation of Metropolitan Detroit and United Way. Rehabilitation services are accredited by CARF. JVS is a Drug-free Workplace.

To apply, please send an email to your direct supervisor and cc Aimee Dooling.

Internal applicants must apply no later than September 18, 2018.

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Supported by
The Jewish Federation
OF METROPOLITAN DETROIT



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JVS is an Equal Opportunity Employer and Service Provider
Recipient: Jewish Federation of Metropolitan Detroit
Rehabilitation Services Accredited by CARF

Auxiliary Aids & Services Available to Individuals with Disabilities Upon Request

