



## Jewish Family & Career Services, Inc.

CEO

Atlanta, Georgia

### About JF&CS

For more than a century, Jewish Family & Career Services has served the metro Atlanta community and is one of its longest continuously operating social service agencies. Every day, people of all ages receive direct services from JF&CS across five service areas:

- Older Adult Services for aging individuals and their families.
- Intellectual and Developmental Disabilities Services for adults with disabilities, their families, and caregivers.
- Career Services for mature adults, long-time unemployed, low-skilled workers, and individuals with disabilities.
- Clinical Services for children, adolescents, adults, couples, and groups.
- Dental Services available at no cost to Atlanta's neediest population.

JF&CS serves more than 15,000 individuals annually, has more than 200 staff members (110 FT, 90 PT) and an operating budget of \$14.8M. It raises \$2.4M through an annual campaign, special events, and contributions with the balance of its funding coming from grants, fee-for-service and governmental sources.

JF&CS has established itself within the Atlanta community as a strong and vibrant provider of social services to both Jewish and non-Jewish people. In 2012, JF&CS received the Managing for Excellence Award from the Community Foundation of Greater Atlanta in recognition of its "exemplary nonprofit management." It enjoys strong support from the Jewish philanthropic community, as well as the United Way, and also receives major support from other philanthropic organizations.

#### Vision

A Community of Empowered Lives

#### Mission

Making Hope and Opportunity Happen

### Core Values

Our vast array of services and programs serve a diverse population, both Jewish and non-Jewish. People come to us knowing we will do our best to help them or to point them in the right direction. We hold these values close to our heart:

- Commitment and Integrity
- Compassion and Respect
- Innovation and Collaboration
- Professionalism and Responsiveness
- Diversity and Inclusion
- Impact and Data-Driven Decision Making

For more information about Jewish Family and Career Services, go to <https://www.jfcsatl.org>.



## The Position

JF&CS seeks a seasoned CEO with demonstrated experience in relationship-building and fundraising as well as a passion for human services to advance the excellence of the organization's work. The CEO will have primary responsibility for managing, guiding, integrating and developing the deeply talented professional team at JF&CS and will represent the agency both within the Jewish community and the community-at-large, enabling it to maintain and grow its presence among clients, partners, and donors.

The CEO reports to the Board of Directors, meets regularly with the President of the Board and will also interface regularly with the entire Board. The CEO directly supervises the Agency's Chief Program Officer, Chief Financial Officer, Chief Marketing Officer and Chief Development Officer.

### Leadership & Executive Management

- Act as face, heart and soul of the agency by effectively communicating mission and vision and living the organization's values
- Build consensus and foster collaboration at all levels
- Empower staff to maximize productivity, ensure professional excellence, and promote teamwork
- Ensure that human resources, data platforms and technology systems are aligned to meet goals and expectations effectively
- Work with the Board to plan and execute change when and where needed while understanding and respecting organizational culture and history
- Drive innovation and multi-generational messaging
- Create new processes and refine existing ones to enhance infrastructure for growth
- Regularly evaluate the management and status of all financial resources and procedures
- Stay current on trends in health and human services sectors
- Invest time in developing oneself and his/her direct reports

### Institutional Advancement

- Serve as primary spokesperson representing JF&CS in the Atlanta Jewish community, the broader Atlanta community, the national health and human services sector and the national Jewish community
- Build relationships with community partners, including government agencies
- Be personally active in building relationships with major donors and soliciting these major contributors
- Identify and connect with new and potential donors. Work with development staff and Board to motivate both lay leaders and professionals in their fundraising efforts and to develop effective strategies to increase funds received, including major gifts from key individuals, foundations, and corporate donors, as well as government grants
- Particular emphasis should be placed on creatively diversifying funding. Work with the Board to craft and sell a compelling organizational vision in accordance with and animating the current strategic plan

### Financial Oversight

- Work closely with the volunteer leadership and staff responsible for finance and administration, ensuring that fiscal oversight and management are in place

- Ensure fiscal responsibility, stability, forecasting, and accountability to control costs and increase revenue
- Possess keen analytical skills, budget and business acumen to closely monitor financial status and ensure sound financial control
- Grow foundation and corporate grants and pair metrics of finances with program outcomes

#### **Board Governance and Development**

- Steward relationships with board members and agency volunteers to ensure a pipeline of future lay leaders
- Sharpen expectations of Board members
- Deepen and diversify the roles of Board members to advance the organization's mission and meet strategic objectives

#### **Successful Candidates Will Have:**

- Demonstrated track record of visionary leadership, strategic direction, effecting change and taking risks in large-sized organizations.
- Ability to inspire and lead multiple audiences and in multiple settings with the utmost integrity
- Proven success in stewarding relationships with funders, Board members, staff and volunteers
- Experience in the non-profit management sector, in social services, health care management, program planning/implementation, or a relevant field.
- Managed diverse teams using emotional intelligence, authenticity and compassion
- Experience in revenue development, building relationships, and community outreach and a history of being a presence in the community.
- Excellent listening and communications skills
- Respect for, and commitment to, the Jewish values of the agency
- Creative and strategic mind
- Strong critical-thinking skills and a history of viewing the world through a rational, data-driven lens. Experiments and tests new ideas, but rigorously evaluates results. Values metrics for evaluation and continuous improvement.
- Understanding of marketing, branding and how to implement strategies to increase awareness and relationships.

This position description is based upon material provided by the Jewish Family & Career Services, Inc., an equal opportunity employer.

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Dara Z. Klarfeld, *Chief Executive Officer*  
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To apply for this position please visit [www.DRGsearch.com](http://www.DRGsearch.com)