



Jewish Foundation for Group Homes
Chief Executive Officer
Rockville, Maryland

Background

The Jewish Foundation for Group Homes (JFGH) provides programs and services which enhance the independence, dignity, choice, and community inclusion of individuals with developmental disabilities and/or chronic mental disorders, regardless of faith or creed.

Since 1982, JFGH has grown to support and provide housing and related services for more than 200 individuals in over 70 sites throughout the Washington D.C. Metropolitan area through residential, transitioning youth and social programs.

At the core of JFGH's programs is the commitment towards inclusion and housing for adults with disabilities. Support may include but is not limited to: assistance with personal needs, household chores, food shopping and preparation, recreational activities and assistance accessing medical providers within the community. This work is accomplished through the organization's 29 group homes located in Maryland and Virginia. In addition to its group homes, JFGH also provides support to those consumers living independently.

One of JFGH's newer programs is a one-year individualized program of activities and training designed to facilitate successful transition into the adult community. The MOST program (Meaningful Opportunities for Successful Transitions) serves as a portal for individuals and their families, through which they are introduced and integrated into a broad range of community resources. The aim is to enable program participants to achieve independence; whether towards furthering education, training in a career, job development, or general independent living.

JFGH is deeply committed to residents as well as their families. The Bruce K. Smith Sibling Network provides educational opportunities unique for siblings of adults with intellectual and other disabilities. The Network also assembles gatherings for non-resident siblings to network, social opportunities to enhance sibling relationships, and emotional support for non-resident siblings.

Headquartered in Rockville, JFGH has an annual operating budget of just over \$15M and has a staff of 288. For more information, please visit www.JFGH.org

Position

The Chief Executive Officer (CEO) serves as the chief professional officer of JFGH and reports to a committed and engaged Executive Committee/Board of Directors. The CEO has overall strategic and operational responsibility for JFGH's staff, programs, expansion, and execution of its mission.

JFGH seeks an entrepreneurial leader. This is an exciting opportunity to lead a highly-regarded and financially sound organization towards its next stage of growth. Partnering with a dedicated board and staff, the CEO will be tasked with developing long-range goals and plans for strategic growth aligned with JFGH's mission.

Operating within a highly regulated direct service industry, the CEO must ensure that JFGH is properly positioned to address any challenges along the horizon and well as to seize new opportunities in expanding programs and housing units throughout Maryland and Northern Virginia.

JFGH benefits from having a diversified revenue stream. Working with multiple states funder's, private donors, supporting organizations, and business partners, the CEO will ensure that the organization has the financial resources to maintain existing and develop new programs.

Overseeing numerous housing units, the CEO will be expected to develop a deep knowledge of housing and real estate. The CEO will also be expected to develop deep knowledge of operations, government relations, and business plans. S/he will ensure that JFGH's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization in order to ensure the highest possible quality of service to clients.

S/he is responsible for ensuring superior standards of support and ethical conduct throughout the organization as well as leading progressive service growth and sound business expansion, and maintaining a positive reputation with stakeholder groups.

Services provided by JFGH relies deeply upon a dedicated and highly motivated workforce providing vital services to its clients. The CEO must ensure that the organization is appropriately staffed and that staff is trained and professionally supported throughout their career path within the organization. The CEO must develop and incorporate professional staff development and as part of JFGH's ongoing strategic initiatives.

Responsibilities

Strategic vision and leadership and governance:

- Collaborate with the EC/BOD to refine and implement a strategic plan while ensuring that the lay leadership, budget, staff and priorities are aligned with JFGH's core mission.
- Effectively mobilize board, staff, and other stakeholders towards creative thinking and action that leverages JFGH's strengths towards growth.
- Strengthen existing and develop new programs that expand scope of services to a broad range of those with intellectual and developmental disabilities.
- Cultivate a strong and transparent working relationship with the EC/BOD including open communication concerning the measurement of financial, programmatic, and impact performance against established milestones and goals.
- Monitor changes in both internal and external factors that impact the needs, regulatory requirements, and population that JFGH serves.

- Provide information and guidance to the EC/BOD to enable it to function properly and make informed decisions.

Management:

- Provide inspirational leadership and direction to all staff, and emphasize the continued development and management of a professional and efficient organization; establish effective decision-making processes.
- Promote excellence in programing, financial management, administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Lead, coach, and develop a high-performance senior management team. Ensure effective systems to regularly evaluate staff and program components, so as to measure successes that can be effectively communicated to the lay leadership, funders, and other constituents.
- Ensure implementation of all policies and procedures in compliance with agency, local, state and federal regulations.

Program development and oversight:

- Collaborate with the Chief Programs Officer in the delivery of high quality existing and new programs.
- Oversee emergency management and preparedness.
- Oversee the operation of nearly 70 group homes, apartments and other residential arrangements, as well as Virginia and Maryland Most Programs, administrative offices, the Joy W. and S. Robert Cohen Building, the fleet of vehicles, etc.
- Encourage collaborative programs in partnership with other organizations in the Jewish and general community which benefit JFGH and its clients.

Financial resource development and marketing:

- Collaborate with the chief development officer to develop and implement a financial resource development plan that raises the funds necessary to achieve JFGH's mission. Specific plans must address government and corporate funding, grants, individual donors, planned giving and other sources for funding.
- Develop and cultivate strong professional relationships with current and potential major donors and other friends of JFGH.
- Formulate and execute comprehensive marketing, branding and development strategies that will enhance revenue from donors, foundations, government agencies, and corporations.
- Participate in the appropriate local, regional and national groups and activities with relevance to JFGH's mission and programs to promote recognition of JFGH.

Service to clients:

- Engage and energize JFGH volunteers, EC/BOD members, committees, families, partnering organizations, and funders. The CEO must have a visible presence with clients and families and project an empathetic and open attitude.
- Serve as an advocate for the needs of individuals with development disabilities and/or chronic mental disorders to the government and the community as appropriate.

Strengthening infrastructure and operations:

- Ensure the delivery of high quality services while managing for current and future growth.
- Oversee and ensure hiring of the most qualified and capable individuals for all staff positions; facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural environment of true inclusion.
- Oversee the financial status of the organization including collaborating with the chief financial officer to develop long and short range financial plans, develop and monitor the budget and ensure sound financial controls are in place; set appropriate financial priorities.

Advocacy and Collaboration:

- Advocate visibly and substantively on behalf of JFGH and individuals with disabilities.
- Actively participate in community events and maintain personal communal connections to seek collaborative opportunities, serve as a role model and bring recognition to JFGH.
- Maintain collaborative relationships with local and state government leaders in order to promote the best interests of JFGH and its participants.

Supervisory Responsibility

- This position manages the senior executive team and is responsible for the performance management and input regarding hiring of senior-level management.

Qualifications

Professional:

- At least 10 years of executive management experience leading a performance- and outcomes-based organization and staff in a similar multi-layered, multi-site direct services environment.
- Strong business acumen and entrepreneurial mindset with proven experience growing organizations. Knowledge of housing and real estate development is helpful.
- Prior nonprofit experience in the disability community, knowledge of trends and practices in the fields of intellectual and developmental disabilities, is ideal.
- Demonstrated ability in effecting organizational change through mobilization of board, staff, volunteers and other stakeholder.
- Specific experience of having developed and operationalized strategies that have taken an organization to the next stage of development.
- Demonstrated success in leadership roles managing complex organizations in a highly regulated environment.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and manage people and systems; keen analytic, organizational and problem solving skills, which support and enable sound planning and decision making.
- Significant board development, fundraising, marketing/branding (including social media) and fiscal management experience with the ability to engage and build relationships with a wide range of stakeholders (including high potential donors) and cultures, is a must. Understanding of governance best practices.
- A record of emergency prevention, intervention and management on an ongoing basis. Emergencies may be related to buildings, weather, safety and security, etc.
- Candidate will likely possess an advanced degree, ideally an MBA, MPA, MSW or similar.

Personal

- Exceptional interpersonal and coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Demonstrated passion for work on behalf of challenged groups.
- Outstanding presentation and communication skills with the experience and proclivity to be an effective spokesperson for JFGH and its clients.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Strong knowledge of Jewish beliefs and values.
- Demonstrated involvement in professional associations, consortiums, publications, etc.

This position description is based upon material provided by the JFGH, an equal opportunity employer.

David Hinsley Cheng, *Partner*
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To apply to this position please visit www.DRGsearch.com