

JOB ANNOUNCEMENT - EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER

JVS Human Services is currently conducting a search to fill the leadership role of Executive Vice President and Chief Operating Officer, located in Southfield, Michigan.

Founded in Detroit in 1941, JVS Human Services adapts its services to meet the changing needs of our community by helping 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:

- Master's degree in social work, guidance and counseling, business or public administration, or related field required.
- Demonstrated ability to effectively lead the Agency in the areas of: vocational rehabilitation, counseling, elder care, employment service delivery systems, application of standard business practices and systems; marketing services and public and community relations.
- A minimum of five years of experience in a leadership position within a human service agency, or other not for profit or governmental organization.
- Experience working in diverse communities.
- Individuals who are licensed in the State of Michigan as a Psychologist, Social Worker or Counselor preferred.
- Experience in the development and implementation of employment related programs.
- Knowledge of CARF standards.
- Ability to work flexible hours as needed, including evenings, weekends and early mornings.
- Ability to travel throughout the metropolitan area as well as the United States.

ESSENTIAL DUTIES:

- As part of the executive team, supervise designated management and administrative staff.
- Ensure the Agency's program, fiscal, and strategic goals are met, and that key community needs are consistently addressed.
- As designated by the CEO, work with committees of the Board of Trustees to assist in the development of annual strategic objectives, goals and policies for the agency, and oversee their implementation. Staff various board committees, including coordinating the activities of and acting as secretary to designated committees.
- Assume the duties of the President/CEO (when determined by the Board) during periods of temporary absence or incapacity, retirement, or resignation of the President/CEO.

- Provide reports to the Board of Trustees and to the various committees.
- Assist in the administration and interpretation of agency practices and policies.
- Carry out various administrative duties related to budget, including proactive management of programs and staffing to ensure fiscal stability.
- Make recommendations to the President/CEO regarding program, organizational and administrative policy changes/revisions.
- Assist in maintaining relationships with, and making presentations to, various funding sources and stakeholders in the community, taking full responsibility for relationships as assigned.
- Serve on Community and Professional Committees, boards and/or task forces to advocate for and promote services for individuals that JVS serves. Represent the Agency at various events.
- Oversee and assist with grant writing including supervision of staff and/or contractual staff.
- Serve on or chair Agency committee(s) as appropriate.

EXEMPT STATUS

This position is exempt from the overtime pay provisions of the Federal Fair Labor Standards Act. The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

JVS Human Services is an Equal Employment Opportunity Employer that engages in affirmative action to employ minority, female, protected veteran status and individuals with disabilities. JVS is a community supported, nonprofit 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.

Qualified candidates should submit their resume for consideration to:

www.jvshumanservices.org/jobs