



Jewish Family Service of Western North Carolina (JFS WNC) seeks to hire an Executive Director (ED). The ED is integral to leadership and development of our mission-driven services and programming and is ultimately accountable for the successful achievement of our vision, mission and services.

JFS WNC, a community-based organization headquartered in Asheville, provides caring, timely and professional services to individuals in the Asheville/Western NC area and is committed to excellent outreach, advocacy and service to our community.

JFS helps individuals of all faiths with community services including clinical counseling, information and referrals, food pantry, Elder Club (socialization and support), case management, administration of the Keren Ami Fund (temporary financial assistance for Jewish individuals and families for rent, utilities and other financial emergencies), local administration of the Jewish Educational Loan Fund, Jewish Community Chaplaincy Services, and senior support services (Holiday Kosher meal deliveries, Friendly Visitors Program, caregiver support, and consultation on retirement, long term care options, and other aging-related issues). We provide numerous volunteer opportunities.

The ED reports to the Board of Directors and is responsible for the development, supervision and administration of all aspects of the agency, including management of all personnel and operations, the operating budget, fundraising, and the development and maintenance of high-quality programming.

The ideal candidate will have conceptual, strategic and tactical experience and be able to successfully work on multiple concurrent projects. This leader will be a visible, involved member of the community, demonstrating true passion for our mission, and will utilize analytical thinking and strategic planning to identify and address community need and guide the agency toward a strong and sustainable future.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree required; advanced degree preferred (Social Work, Nursing or other clinical field)
- Minimum 2 years proven management/leadership experience with professional staff and volunteers in a not-for-profit organization
 - Strong interpersonal skills that include the ability to inspire and motivate staff, Board, and community members.
 - Strong relationship builder with Board members, staff, volunteers and community partners
 - Exemplary oral, relationship, and written communication skills.
 - Ability to be flexible, delegate appropriately, and manage multiple efforts simultaneously
 - Knowledge of organizational management and governance principles.
 - Proven track record of successful development and management of programs, services, or

organizations.

- Strong background and knowledge in Jewish life cycle experiences, culture, traditions and community life.
- Highly developed technology skills and knowledge.
- Significant fund development experience, including successful grant writing track record

EXECUTIVE DIRECTOR PRIMARY RESPONSIBILITIES

Organizational & Board Responsibilities

- Serves as the liaison between the Board and Committees of the Board to fulfill the requirements and directives of the Board
- Keeps the Board informed about current resources and financial status of JFS as well as financial trends, potential problems, and opportunities that may affect financial status in the future
- Ensures that volunteers are properly trained, knowledgeable and skilled in serving JFS programs and the community
- Assists in the identification and selection of individuals for specific roles as officers, Board members and committee volunteers
- Assists with development of meeting agendas in consultation with the Board President; provides staff support and attends JFS Board meetings
- Submits quarterly, year-end, and other program reports to JFS Board
- Supports and works closely with JFS Board committees and attends meetings as needed
- Maintains and enforces agency policies and procedures
- Works closely with JFS Finance Committee, develops a draft of annual budget for committee and Board approval, and works with the Staff Accountant to present monthly Financial Statement and cash flow reporting
- Identifies and keeps Board members informed on changing community trends and needs
- Articulates a vision for JFS and supports strategic thinking and implementation.
- Assists Board to develop and update strategic and long-term planning and prepares JFS to meet the challenges and opportunities of change

Public & Community Relations

- Serves as primary spokesperson for JFS and as liaison with community agencies and organizations
- Fosters communication and relationships in the Jewish community and advances understanding of JFS services in the general community
- Participates in and provides leadership to relevant local professional organizations, including the Buncombe County Aging Coordinating Consortium (ACC)
- Works closely with the Fund Development-PR/Communications Committee to develop, implement and keep a current marketing plan, website, and all print and electronic communication
- Attends meetings, supports activities, and represents JFS interests at the Jewish Leadership

Collaborative of WNC, and at other community organizations

- Collaborates with the Rabbis, congregational leadership, and others involved with the welfare of the Jewish community

Fund Development

- Works closely with JFS Board and Fund Development-PR/Communications Committee on development, implementation and monitoring of fundraising plans and capital campaigns
- Provides significant grant research and writing, and plans and participates in fundraising campaigns, fundraising events, as well as sponsorship development, and ongoing donor development
- Works with committees to identify new strategies for cultivating potential contributors, and increase the both the number of donors and total donations
- Identifies new sources of funding
- Promotes and strengthens Board and committee understanding about emerging community needs and the financial resources required to fund those needs

Administration

- Maintain financial integrity through fiscal oversight, administration of agency budget and adherence to sound fiscal and financial policies
- Oversee and approve purchasing of supplies, equipment and all organizational purchases
- Develop, implement and oversee procedures, systems, forms, databases and all agency electronic and paper records

Program Development

- Provide oversight for all JFS services and programs
- Work with JFS Board and committees and staff on strategic planning for program development, including formulation of business plans
- Provide administrative guidance to case management, clinical, and program staff
- Direct families and individuals to appropriate staff, programs, and agency resources

Supervision

- Responsible for all hiring, training, and evaluation of staff and independent contractors for all JFS programs
- Define duties and responsibilities and update and maintain job descriptions for all JFS positions, and employees
- Provide administrative supervision and support to all staff to ensure knowledge of and compliance with all applicable federal, state and local health & safety regulations, best practices, and ethical and legal program standards
- Provide support and administrative supervision and consultation to all staff
- Develop and maintain a positive, team-oriented staff with excellent customer service standards

About Asheville

Located in North Carolina's scenic Blue Ridge Mountains, Asheville is consistently highly ranked for livability. It's one of the most popular visitor destinations in the Southeast, and is known for extensive outdoor activities, a vibrant arts scene, historic architecture, including the vast 19th-century Biltmore estate, remarkable beauty, and the location of an array of award-winning restaurants. Its historic, vibrant downtown is filled with galleries and museums, and the nearby River Arts District houses scores of artists' studios in repurposed factory buildings.

INSTRUCTIONS FOR APPLICANTS

For full consideration, please email all items below, combined into one document, to search@jfswnc.org no later than 5 p.m. EST on March 31, 2021

- 1) A cover letter describing your qualifications for this Executive Director position, including your specific interest in leading Jewish Family Services of WNC.
- 2) A current CV or resume.
- 3) Three professional references, including names, contact information, and their relationship to you.

Please note:

References will not be contacted until a candidate has been notified and has agreed.

Notice of Criminal Background Checks will be provided, and all job offers are contingent on passing a Background Check after an offer is made and accepted.

All inquiries and interactions with potential candidates are kept in strict confidence.

The Board of Directors plans to have this position filled by May 2021.

Jewish Family Services of WNC, Inc. is an equal opportunity employer. Employment as well as participation in programs is open to all regardless of faith, race, color, gender, sexual orientation, ethnicity, country of origin, age or ability.