

## **Executive Director Advertisement**

**Jewish Family Service (JFS) was founded in 1980 as a non-sectarian agency providing affordable social services to families and individuals. Based in Somerville, New Jersey, we serve Somerset, Hunterdon, and Warren counties. Our programs include outpatient mental health counseling, seniors services, home visitation services, special needs and family support programs, volunteer programs, Holocaust survivors program, career counseling and more.**

**We have a strong operating budget, a generous endowment, as well as very active community and donor support. We provide services to all ages and all populations representative of the counties we serve. We have a strong operating budget, a generous endowment and a very active community and donor support.**

**We are recruiting a replacement for our retiring Executive Director to lead the dedicated staff and Board of Directors.**

### **Executive Director Duties Include:**

- Develop, interpret and apply policies set by the Board.
- Evaluate community and agency needs and adapt and implement new services.
- Market and promote the agency and its services in the community.
- Excellent verbal and written communication skills.
- Ensure that properly credentialed and experienced staff are recruited, hired, and scheduled to meet the needs of the agency.
- Obtain grant funding and manage contracts.
- Assist Board of Directors in planning and evaluating progress.
- Oversee budgets and financial records.
- Possess overall management skills and be open to new needs within the community.
- Attend all board and committee meetings daytime and evenings as required.

### **Requirements:**

- Minimum 5 years of executive management experience.
- Masters Degree in at least one of the following: social services, non-profit management, mental health, business administration, human services, behavioral sciences, or a related field.
- Familiarity with Jewish traditions and culture.
- Fluency with information technology,
- Fundraising and grant writing experience.

### **Preferred Experiences:**

- Service as a Deputy Director or CEO
- Leadership in mental health

**Please send correspondence and resume / CV to [jfs-president@jewishfamilysvc.org](mailto:jfs-president@jewishfamilysvc.org).**