



## **Jewish Family Services of Delaware**

### **CEO Job Description**

#### **Background**

Jewish Family Services of Delaware (JFS) is a statewide 501(c)(3) social service agency with a \$3.9M operating budget, headquartered in Wilmington DE. We seek a dynamic, collaborative, and highly qualified CEO to lead the organization in providing creative and effective social services to individuals, families, and local communities. In partnership with dedicated volunteer leadership and a professional management staff team, the CEO will lead JFS Delaware to achieve the organization's mission.

Wilmington is located 30 minutes south of Philadelphia, mid-point between New York and Washington DC. Because Wilmington is right in the middle of it all, the city boasts excellent connections to the region as well as to national and international destinations from Philadelphia International Airport (PHL), Wilmington Airport (ILG), Amtrak / SEPTA Wilmington Station (WIL), I-95, and I-495.

The city celebrates a diversity of cultures and lifestyles. Foodies love Wilmington's burgeoning restaurant scene on Market Street, Union Street, and in Trolley Square. Art lovers enjoy access to Delaware Art Museum, dozens of galleries, live music venues like The Grand Opera House and Live Nation at The Queen, and the state's premier centers for the performing arts. Outdoor enthusiasts have 552 acres of parks at their fingertips. Wilmington is a city of beautiful neighborhoods, abundant housing, and affordable living. Downtown has restored brownstones and high-rise residential towers, communities in the hills offer the comfort of country living, and between the two sit dozens of rowhome neighborhoods with their own unique history and character.

#### **Summary**

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for JFS staff, programs, expansion, and execution of its mission. The CEO will ensure JFS's leadership maintains an awareness of both the external and internal competitive landscape, opportunities for expansion, client/community base, markets,

new industry developments and standards. The CEO will have the overall responsibility for creating, planning, implementing, and integrating the strategic direction of the organization and all its components and departments resulting in expanding and serving more of the communities we serve. The successful candidate must be a collaborative and energetic leader.

**Essential functions and primary responsibilities:**

Build, manage and motivate executive, management, program, and other staff. Directly supervise and coach the executive leadership team

With the Chief Operating Officer and Director of PQI, maintain compliance and monitor risk management. Lead all renewal and regulatory activities for agency services

Oversee financial management of the organization including budgets, program finances, reporting and compliance. Communicate the agency's on-going financial position to the Board.

Motivate the board and staff work together to fulfill strategic and policy-making responsibilities. Work in collaboration with lay leadership to develop the agency's strategic direction

Develop and implement short- and long-range plans to ensure adequate resources (human, physical, systems, financial) to accomplish strategic goals

Advise board and partners about agency operations, community developments, and quality and performance-related evaluation data

Analyze market trends to ensure the relevance and viability of programs and services

Work with the Board Chair and Executive Committee to ensure the smooth functioning of the Board and meaningful volunteer engagement.

With the Executive Leadership Team, oversee program operations and address the operational needs of offices in New Castle and Sussex counties. Build and strengthen partnerships with volunteer leaders, other service providers, legislators, policymakers, and the media

Assess evolving service needs and envision new and/or improved services consistent with the JFS Delaware mission

Cultivate, solicit, and maintain positive relationships with current and new donors, including individuals, corporations, government contractors, and private foundations. Lead efforts to raise necessary funds to invest in programs and services

Represent JFS as a partner, building the agency's profile and brand among funders, peer agencies, and the public. Develop and maintain meaningful and beneficial relationships and professional partnerships to meet strategic goals, statewide

### **Qualifications**

- Outstanding written and verbal communication skills
- Proven track record in professional staff management of significant size
- Experience with volunteer management, donor engagement, and government relations
- Demonstrated success in securing public and private grants and contracts
- Knowledge of marketing, branding, and social media
- Proven track record leading resource development including individuals, major gifts, events, and grants
- Experience in agency accreditation planning, risk management and regulatory compliance regarding personnel, clients, the organization, and the facility.
- Demonstrated ability to develop and implement strategy and budgets for major programs/business units
- Experience working with a Board of Directors and volunteer committees
- Understanding of trends in social service delivery
- Ability to travel to JFS service locations in Delaware and to occasional conferences
- bachelor's degree and a minimum of five years of non-profit senior management experience
- Background in the mental health, social services or counseling field is desired
- Graduate degree in management (public administration, nonprofit leadership, business administration, public health, or social work) highly desired
- Familiarity and understanding of Jewish traditions, religious practices, and culture
- Tech savvy with relevant experience in information technology such as fundraising, customer relationship management, electronic health records, and related

### **Compensation**

Competitive Salary and benefits including performance-based bonus, comprehensive health care package, 401(k) retirement plan, paid time off, national and Jewish holidays, cell phone, travel reimbursement.

*JFS of Delaware provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, **religion**, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.*

***For more information or to apply, please contact [Carin@sageviewconsulting.com](mailto:Carin@sageviewconsulting.com)***