



**Jewish Family Services  
of Greater Charleston**

## **Job Description**

### **CEO of Jewish Family Services of Greater Charleston, South Carolina**

#### **Position Summary:**

Jewish Family Services of Greater Charleston (JFS) is a 501(c)(3) agency headquartered in Charleston, SC. 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 team, the CEO will lead JFS to achieve the organization's mission.

#### **JFS Mission:**

The mission of Jewish Family Services of Greater Charleston (JFS) is to empower individuals, strengthen families, protect the vulnerable and help seniors age with dignity. Our work is based on Jewish values to improve quality of life regardless of race, religion, ethnic background, sexual orientation, or gender identity. JFS is guided by the fundamental Jewish values of **tzedakah** (charity) and **tikkun olam** (repair of the world).

**CEO JOB RESPONSIBILITIES AND DUTIES** (This description is not an all-inclusive list of duties and responsibilities but constitutes a general overview of the scope of the position.);

#### **Leadership and Executive Management**

- Ensure the orderly, efficient, and effective daily operations and long-range growth and development of JFS;
- Plan and execute change in response to Board policy and direction;
- Be collaborative with volunteer leadership;
- Demonstrate understanding and respect of organizational culture and history in operation of JFS;
- Provide a foundation for effective operations, program excellence, and financial resource development;
- Establish and maintain relationships with community wide organizations, including the synagogues. and national and local organizations that affect the organization;
- Work with and report to the Board of Directors.

#### **Finance and Administration**

- Raise necessary funds from various sources to invest in programs and services;
- Oversee finances by: preparing and monitoring budgets, ensuring programs and operations are financially secure, supervising financial management, and reporting the agency's on-going financial position to the Board;

- Hire, supervise, evaluate, and motivate executive, management, program, and other staff;
- Ensure collaboration with the Board of Directors to innovate, build, and execute the long-term and short-term strategic financial and operational plans supporting sustainability of the organization.

#### **Fundraising and Revenue Development**

- Identify grant funding opportunities;
- Write and submit grant proposals, and manage grants awarded;
- Engage in outreach to existing and potential new JFS donors;
- Plan, organize, and direct the organization's operations and programs responsibly and with accountability;
- Develop and implement consistent inventory and cost accounting policies, procedures, and operational reporting/metrics for all JFS monies;
- Oversee and report on the organization's results to the Board of Directors.

#### **CEO REQUIRED JOB QUALIFICATIONS:**

- A graduate degree in a relevant area associated with the position (such as: public administration, nonprofit leadership, business administration, public health, social work, management);
- A working familiarity with Jewish traditions, religious practices, and culture;
- Grant writing and grant administration experience;
- Fluency with relevant information technology [such as: customer relationship management (CRM); electronic health records; fundraising applications; budget applications]
- Leadership skills including time management and task prioritization;
- Good communication skills, both written and speaking with individuals and groups;
- Collaborative work ethic.

#### **CEO PREFERRED JOB QUALIFICATIONS:**

- Charitable organization work experience as CEO or deputy/assistant director or professional staff position with responsibility for a component(s) of the mission of the organization;
- Staff supervision experience;
- Financial experience with budgets;
- Long- and short-term organizational, strategic planning implementation;
- Work experience with agencies and organizations within and external to a local community;
- Work experience with a board of directors;

Jewish Family Services of Greater Charleston 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.

Please send correspondence and resume / CV to: [info@charlestonjfs.org](mailto:info@charlestonjfs.org)