



JEWISH **FAMILY** SERVICE

Jewish Family Service is a 130-year-old non-profit organization providing social services to individuals and families in the Jewish and greater communities of the Puget Sound region. We help people achieve well-being, health and stability. For more information about JFS, please visit: www.jfsseattle.org.

Jewish Family Service is seeking a **Director of Programs** to provide strategic leadership and direct oversight to all client services. This full-time (37.5 hours/week) position is a key member of the JFS executive management team and plays a critical leadership role in ensuring JFS provides effective services to clients of all backgrounds and also meets the needs of Jewish individuals and communities. JFS strives to be trauma informed and promote equity and belonging in its services and throughout the organization. The position will be based out of the Seattle Capitol Hillel office and will be eligible for a hybrid work schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure programs and facilities deliver a comprehensive suite of high-quality, integrated, and trauma-informed services to Jewish and broader communities in the Puget Sound region.
- Guide ongoing strategic thinking for JFS programming. This includes continually assessing JFS's suite of services, seeking opportunities to enhance client impact and ensure the agency is meeting the needs of the Jewish and broader communities.
- Provide individual and group supervision of directors in the agency's six client-facing departments: Counseling & Addiction Services, Community Stabilization Services, Project DVORA Domestic Violence Services, Older Adult Services, Refugee & Immigrant Services, and Supportive Living Services. Employ a trauma-informed, strengths-based approach to supervision that supports and is responsive to the intersectional nature of oppression and marginalization.
- Serve as a thought partner for the program directors and their teams in areas including strategic planning and cross-team collaboration and communication.
- Work closely with the COO, Sr. Director of People and Culture, and CFO to continuously improve agency structures and processes and ensure program staff are appropriately supported and able to perform their duties while complying with operational needs of JFS.
- Model commitment and leadership in line with the agency's Equity & Belonging and "Jewish' in JFS" initiatives. Ensure program staff receive necessary professional development training to thrive in a trauma-informed agency that is dedicated to equity and belonging, Jewish cultural competency, and data-informed learning.
- Ensure that accurate and consistent data collection and evaluation of programmatic efforts is a priority throughout the agency. Promote regular discussion of program data and the use of data to guide agency decision-making.
- Work with program directors to ensure compliance with funding requirements. This includes developing a strong understanding of funding sources in each program.
- Work closely with the Development & Marketing Department to promote client services, support grant acquisition and reporting, and provide other fundraising support as needed.
- Represent program voice with the Board of Directors and the Agency's Executive Team and act as staff liaison to select Board committees.
- Develop and enhance external relationships to further program goals and identify opportunities for new programs and partnerships.
- Serve as intermediary between program staff, leadership, and the JFS Board.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Social Work, Policy, Public Administration or equivalent and/or a minimum 5 years of management experience in a social service environment.
- At least 5 years of direct client experience; preference for human services experience with one or more of the following populations: Individuals with age-based or cognitive disabilities, refugee and immigrant populations, survivors of domestic violence adults/teens/young adults in need of mental health and emotional well-being support, individuals facing economic or food instability.



JEWISH FAMILY SERVICE

- At least 5 years prior experience with contract monitoring from a variety of funders (e.g., county, state, and federal level contracts).
- Experience working with and as part of a senior management team preferred.
- Demonstrated achievement in transformative environments and an ability to lead programs through change and strategic growth while staying true to mission.
- Exceptional team building skills; able to convert vision into action harnessing the talent and energy of the entire organization toward achieving strategic goals.
- Skilled at providing individual and group supervision.
- Proven experience supporting diverse teams and ensuring cross-departmental collaboration in a programmatically diverse environment, with multiple funding streams and diverse programmatic objectives
- Excellent organizational skills with ability to work in a fast-moving environment, while driving toward clarity and solutions.
- A systems-thinker resourceful in setting priorities and guiding investment in people and solutions.
- Proven financial management skills with experience creating annual budgets that support strategic objectives.
- Strong analytical skills; experience interpreting strategic plans and changes in how services are delivered into a long-term sustainable operating model.
- Exceptional communication skills with excellent judgment, attention to detail and organizational abilities.
- Commitment to promoting equity and belonging in all aspects of agency functions and service to clients.
- Familiarity with Jewish community and culture preferred.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint; familiarity with Raiser's Edge and Salesforce is a plus.

SALARY AND BENEFITS:

- The starting salary for this position is \$96,297 - \$109,136 per year.
- Jewish Family Service offers a generous benefits package including:
 - 100% employer-paid premiums for employee medical, dental, life insurance, long-term disability, and employee assistance program.
 - 15 annual vacation days increasing to 20 after 2 years, and generous paid sick time.
 - Paid Federal and Jewish holidays.
 - 5% employer contribution to 401k retirement plan (no employee contribution required).
 - Relocation stipend available.
 - Additional benefits include: vision coverage and FSA enrollment.
 - JFS provides 18 free NASW continuing education credits per calendar year.
 - JFS values and provides opportunities for continued growth and learning for all team members.

If you are interested in joining our team visit our careers page: <https://www.jfsseattle.org/careers/>

*Please submit **both a cover letter and resume***

NO PHONE CALLS PLEASE.

EEO/Disabled/Vets