



**Director, Jewish Family Services of Greensboro  
Greensboro, North Carolina**

**DESCRIPTION:**

Jewish Family Services of Greensboro (JFS) seeks a dynamic and collaborative Director to lead the organization in the delivery of a range of client-based services provided by professional staff and volunteers, along with programs for Jewish individuals and families living in the Greensboro area. The successful candidate has a proven track record of effectively managing the competing needs of a community-based organization. The Director is an adept critical thinker and strategic planner; possesses a well-developed set of interpersonal skills and cultural competencies; and is skilled in clinical service delivery systems, organizational management and development. For more information about the agency, please visit our website at <https://jfsgreensboro.org/>

**PROGRAM:**

The JFS Board is in the process of adopting a three-year strategic plan, which the Director is responsible for implementing. This includes developing mission-aligned programs and creating systems for monitoring and evaluating their effectiveness. Current services include, but are not limited to case management, counseling, programming, transportation, client advocacy, employment assistance, volunteer development and community building. The Director is also responsible for the hiring, supervision, evaluation, and professional development of JFS staff.

**ABOUT THE COMMUNITY:**

Centrally located in the Piedmont region of North Carolina, Greensboro has a highly engaged Jewish community and a strong history of leadership and service to the broader community. The city is known for its longstanding commitment to civil rights and social justice, and boasts a friendly environment and an affordable, easygoing quality of life. Greensboro possesses an active Jewish Federation, an established Jewish Community Foundation, three Jewish congregations, a Jewish Day School, numerous museums, a new performing arts center and seven institutions of higher education.

**REPORTS TO:**

The JFS Director is a full-time position and reports to both the Greensboro Jewish Federation (GJF) Chief Executive Officer (CEO) and JFS Board.

**RESPONSIBILITIES:**

*Administrative*

- Oversee all programs and services of the agency.
- Lead the organization in strategic planning in partnership with Board and CEO.
- Develop policies and procedures that enable work of the agency.
- Maintain the agency's fiscal integrity, monitor annual and monthly budgets and regularly report to the JFS Board and GJF Board.
- Identify new funding sources, write grants and ensure accurate reporting procedures.
- Provide good stewardship for donor relationships and funds.
- Hire, train, supervise and evaluate all JFS staff.
- Work collaboratively with local Jewish communal institutions on issues and programs.
- Participate in relevant regional and national meetings and conferences.
- Ensure accurate and current record keeping systems are maintained.
- Coordinate all agency public relations and promotional efforts.
- Serve as HIPAA privacy officer.
- Perform all other responsibilities as requested by the GJF's CEO and the JFS Board.

### *JFS Board Relationships*

- Work with the Board Chair and Officers to develop strong lay-leadership.
- Ensure appropriate Board orientation and development.
- Assist in the development of Board committees and policies.
- Work collaboratively with the Board to establish programs and services.
- Report to Board all necessary information for informed Board decisions.

### *Client Services*

- Ensure effective client intake procedures and staff assignments.
- Provide Information and Referral (I & R) services to clients.
- Carry a limited number of clinical cases as needed.
- Oversee aspects of JFS transportation services.
- Facilitate the delivery of programs and resources designed to serve Holocaust Survivors.
- Develop policies and procedures regarding financial assistance and scholarships distributed by the agency.
- Manage Client Assistance and other funds.
- Mobilize the agency to respond quickly to crises and emergencies in the community.

### **REQUIRED QUALIFICATIONS:**

- A graduate degree in a relevant area associated with the position (such as: social work, psychology, etc.).
- A working familiarity with Jewish traditions, religious practices, and culture.
- Minimum of three years of successful leadership experience working in human services.
- Experience in supervising staff and program development.
- Strong clinical experience and experience as a clinical supervisor.
- Demonstrated ability to develop successful relationships with community leaders, lay leaders, Board members, volunteers, donors and clients.
- Outstanding written and verbal communication and organizational skills.
- Effective problem-solving skills.
- Ability to build a strong, collaborative team culture.

### **PREFERRED QUALIFICATIONS:**

- Experience with budget development, grant writing and grant administration experience.
- Current license to practice.
- Fluency with relevant information technology.

### **COMPENSATION:**

Updated salary of \$90,000 commensurate with experience. Benefits of up to \$12,000 including health insurance, disability (long and short-term), tax-deferred annuity match, plus PTO and paid legal and Jewish holidays. The Federation is committed to a culture that helps our employees meet the demands of family and employment responsibilities. Significant Paid Special Leave is available for employees after 12 months of employment.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

JFS is committed to equal employment opportunity for all qualified persons, without regard to race, color, sex, age, national origin, sexual orientation, disability, or religion, except where religion is a bona fide occupational qualification. As a matter of principle, JFS is also committed to equal employment opportunity for qualified persons regardless of socio-economic status and

familial status. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

**For more information or to apply, please contact [JFSPosition@shalomgreensboro.org](mailto:JFSPosition@shalomgreensboro.org).**