EXECUTIVE DIRECTOR SEARCH

JEWISH FAMILY SERVICE UTAH

Jewish Family Service
Caring for all Utahns since 1872

EXECUTIVE SEARCH TEAM

Joelle Kanshepolsky, MM
joelle@pathwayassoc.com

Susan Gotshalk
susan@pathwayassoc.com

Lia Summers, MBA
lia@pathwayassoc.com
# POSITION PROFILE

<table>
<thead>
<tr>
<th>Title</th>
<th>EXECUTIVE DIRECTOR</th>
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<tbody>
<tr>
<td>Organization</td>
<td>JEWISH FAMILY SERVICE</td>
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<tr>
<td>Reports to</td>
<td>BOARD OF DIRECTORS</td>
</tr>
<tr>
<td>Location</td>
<td>SALT LAKE CITY, UTAH</td>
</tr>
<tr>
<td>Salary</td>
<td>$150,000 - $170,000</td>
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<td>Website</td>
<td>JFSUTAH.ORG</td>
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## Who We Are

**MISSION:** Jewish Family Service (JFS) is a nondenominational, nonprofit social service organization that supports all Utahns as they navigate life’s challenges – aging, financial uncertainty, mental health concerns, family problems, or personal issues. Our mission is to strengthen individuals and families of all backgrounds through counseling, advocacy, care management, and community education.

With locations in Salt Lake City and Park City, JFS is one of the only agencies along the Wasatch Front offering these services to those in need on a sliding fee scale, meaning we assist all people regardless of their ability to pay. Whether offering affordable mental health counseling to individuals and families, resources and comfort to older adults and their caregivers or being that safety net for those in financial distress via emergency assistance and food pantry, JFS’ highly qualified professional staff strives to provide the best programs and services for all Utahns.

Jewish Family Service has been caring for all since 1872, and JFS continues to play a critical role in our community. We care for the poor, the elderly, and the sick and help prevent people from falling through the cracks. Our funders make it possible for those who cannot afford or easily access services to receive urgently needed help today.
OUR DEIJ MISSION STATEMENT:
We at Jewish Family Service recognize that our strength and sustainability as an organization stem from our Jewish values, including our commitment to diversity, equity, inclusion, and justice.

Tikkun Olam (Repair the World) guides our mission to strengthen individuals and families of all backgrounds, faith, age, race, gender, gender identity, ability, education level, political affiliation, income, language, or sexual orientation.

Kavod (Honor and Respect) guides our commitment to inclusion: welcoming and learning from the contributions of our staff, volunteers, supporters, vendors, partners, community members, and others with whom the agency interacts, the multiplicity of their life experiences and ways of knowing, thinking, and being in the world. We strive to create a day-to-day climate at JFS that welcomes, encourages, and respects all as they are, affirming their worth and protecting their dignity and integrity.

Tzedek (Justice) guides our commitment to fostering equity, removing barriers to access and opportunity, recruiting and retaining a diverse and inclusive workforce and board of directors that reflect the communities we serve, and empowering and giving staff members and volunteers the tools to create an accessible work environment where all feel a sense of belonging and can thrive.

LOCATION
Salt Lake City is an ascending city, both literally and figuratively. Its population has been growing in numbers and diversity, and it sits at the foothills of spectacular mountains. Offering an effortless balance between nature and city living, the Utah capital continues to thrive and has become a mecca for the performing arts.Only 25 minutes from world-class ski resorts and a few hours away from the spectacular red rock beauty of southern Utah and its famous national parks where recreational opportunities abound, Salt Lake City offers an unparalleled quality of life.

Combine Utah’s robust and growing economy, vibrant cultural and food scenes, and major international airport, and it is easy to see why thousands of people choose to make the Beehive State their home every year. As our Executive Director, you will not only shape the future of our organization but also contribute to a community that embodies the epitome of a well-rounded, exceptional quality of life.
Jewish Family Service (JFS) seeks an empathetic, visionary, collaborative, and passionate leader as its next Executive Director to lead a talented Staff and engaged Board of Directors. This results-oriented executive will bring transparency and collaborative leadership to all areas of the organization and provide oversight of strategy, programs, clinical services, fundraising, talent development, and financial performance. This executive applies a trauma-informed lens to their work and cares deeply about being an advocate for all. They will be passionate about mentoring and supporting teams, as well as refining structures and systems to support the organization’s operating results and impact. The Executive Director will cultivate an environment consistent with the mission and commitment to openness, transparency and constructive dialogue. This individual will be a strong communicator both one-on-one and with large groups and will be able to sustain and grow relationships within the organization and across the community, including with donors, nonprofit organizations, government officials, and community leaders. They will be the face of the organization and, along with the Board of Directors, will be responsible for ensuring the long-term growth and sustainability of JFS. The person in this position has an excellent opportunity to manage a stable and well-established organization and oversee a staff of 18 and an annual operating budget of over $1.5 million.

The ideal candidate will be a thinker, planner, and doer with a values-driven passion for mission-oriented community work, a growth mindset, a true steward of donors’ interest and impact, and a love of learning. They will be agile, curious, innovative, and an approachable executive who fosters an environment of joy and collaboration. They must translate vision into implementation, solve problems, effectively lead cross-functional teams, balance competing priorities, and be flexible and comfortable with organizational evolution. A relationship builder at heart, self-awareness, empathy, humility, and strong interpersonal skills are essential, as is personal alignment with JFS’ values and culture.

ROLE & RESPONSIBILITIES

Leadership and Mission Delivery

- Coach, inspire, motivate, and lead a talented direct service and administrative staff of varied life experiences, identities, and backgrounds.
- Advance an inclusive culture that is collaborative, transparent, respectful, and affirming of all backgrounds and identities, and be an accessible leader to all staff.
- Maintain a professional climate that supports staff in setting and achieving goals, while attracting and retaining top-quality personnel.
- Foster a culture that encourages collaboration within and between teams.
- Become knowledgeable of the core functions of the services and programs of the organization, including education, counseling, case management, older adult services, and emergency support services.
- Stay current on issues and policies regarding mental health programs and older adult services.
- Assess organizational capacity to identify gaps and lead JFS toward implementation of enhanced programs, administration, communication, and fundraising.
- Celebrate successes, embrace failures, and drive the organization’s performance with a culture of continuous improvement.
- Ensure that the agency delivers the best possible services to clients and adapts to changing needs.
- Be informed regarding legislative issues and become involved with public policy or community initiatives as needed.
ROLE & RESPONSIBILITIES CONT.

Strategy and Visioning
- Provide thoughtful, innovative, and visionary executive leadership that is inclusive, transparent, and empowering.
- Oversee visioning implementation while ensuring necessary funds, staff, infrastructure, and resources are available to realize goals.
- Ensure effective systems to track progress and measure successes that can be effectively communicated to the Board, funders, and other constituents.

Fundraising and Communications
- Work with the development team to fully understand all existing and potential funding streams.
- Collaborate with the Director of Development to expand the organization’s fundraising capacity to support long-term sustainability and meet the challenges and opportunities ahead for JFS.
- Maintain a portfolio of major donors for cultivation and engagement.
- Serve as lead spokesperson while also cultivating other spokespeople amongst Staff and Board.
- Inspire donors, partners, and the community to action through impassioned and eloquent storytelling.

Financial Management
- Work with the Treasurer and Board to develop long and short-range financial plans, ensuring sound financial controls are in place and setting appropriate financial priorities to ensure growth and sustainability.
- Work in partnership with the Bookkeeper to manage the budget and daily financial operations to ensure maximum utilization of resources and financial positioning for the organization.
- Ensure compliance with all funding requirements.

Governance and Board Relations
- Collaborate with and support the Board in fulfilling its governance and fiduciary duties, including board recruitment, board onboarding and offboarding, board education, board evaluation, and maintaining relationships with long-standing departing board members.
- Partner with the Board to implement the strategic plan and identify growth areas.
- Work in partnership with the Board to identify, solicit, and acquire new funding sources.
- Report regularly and transparently to the Board on all operational, financial, clinical, and programmatic progress and challenges.

Inclusion, Diversity, Equity, and Access
- Bring deep personal commitment to diversity, equity, inclusion, and access in all aspects of work and leadership.
- Demonstrate the ability to listen to individuals with varying life experiences and create open and inclusive spaces and platforms for those voices.
- Continuously open lines of communication with historically underrepresented communities to broaden access to and engagement with JFS.
Who Are You?

YOU ARE PASSIONATE
You care deeply about supporting individuals and families through well-executed mental health services and older adult programs. That passion energizes you.

YOU HAVE STRONG EMOTIONAL INTELLIGENCE
You lead with powerful charisma based on quiet confidence, compassion, and humility. You can read a room, have high self-awareness, and accept responsibility and criticism.

YOU INVEST IN PEOPLE
You give credit where due and you recognize you are part of a whole. You learn from others, coach those around you, and advocate for the people you work with; you are a bridge builder through and through.

YOU ARE AN AMBASSADOR
You are a skilled communicator and storyteller who loves public speaking, connecting with others, and building relationships.

YOU HAVE DEEP KNOWLEDGE OF THE NONPROFIT SECTOR
You are an experienced, innovative professional with a proven ability to manage and lead a social service organization successfully.
Additional Skillsets & Attributes:

- High sense of responsibility and commitment to JFS’ mission.
- Seven+ years of successful leadership and management experience in the nonprofit/human/social service sector and proven ability to effectively manage and lead a growing organization.
- Demonstrated success in developing and managing relationships with donors, board members, corporate supporters, and community members.
- Ability and passion for fundraising, with a proven track record in major gifts.
- Experience building and managing budgets and making sound financial decisions.
- Commitment to diversity, equity, inclusion, and justice, and experience engaging with people from diverse backgrounds.
- Experience mentoring teams and refining structures and systems to support an organization’s operating results.
- Excellent communication and presentation skills with the ability to articulate and align mission, vision, and values to donors and donor prospects.
- The maturity, integrity, professionalism, and experience to earn the trust and confidence of your team, board leadership, clients, donors, and community partners.
- Creative, innovative thinker who embraces new ways of approaching planning, challenges, and opportunities; willing to challenge the status quo; adaptable and flexible in thinking and execution.
- Knowledge of nonprofit governance and experience working with or on boards.
- Strong project management skills with the ability to delegate, meet deadlines, and follow through.
Compensation & Benefits

The salary range for this full-time, exempt position is $150,000-$170,000. Relocation assistance will be considered.

Jewish Family Service provides a wide range of benefits to its employees, including:

- Generous paid time off for vacation, illness, and holidays.
- A 403(b) retirement plan with organization match.
- Employer contribution towards health insurance plan cost.
- Eligible employer for Federal Public Service Loan Forgiveness for student loans.
To Apply

Pathway Associates has been retained to lead this search effort on behalf of Jewish Family Service. If you would like to apply, email your cover letter and resume to Lia@pathwayassoc.com. We are happy to answer any questions or provide additional information as needed. All inquiries or referrals will be held in strict confidence.

DIVERSITY AND INCLUSION

Jewish Family Service opposes discrimination and injustice in all forms. Research shows that members of underrepresented groups—including women, LGBTQIA+ identified people, Black, Indigenous, and other people of color (BIPOC)—tend to apply for jobs only if they meet every single requirement listed. Here at Jewish Family Service, we want the best candidate for the job, and that candidate might not always meet 100% of the qualifications listed. If you are passionate about our work and joining our team, we encourage you to apply—especially if you are a member of a structurally marginalized group. We look forward to your application.

JFS is an equal opportunity employer and makes employment decisions based on merit. All employment decisions and personnel actions are administered without regard to age, disability, race, color, sex, veteran status, religion, national origin, genetic information, sexual orientation, gender identity, political affiliation, or belief. These employment practices include all aspects of employment, including but not limited to recruitment, hiring, working conditions, benefits, compensation, training, promotion or transfer, and termination of employment.

The selection process shall be uniform for all applicants. Applicants with disabilities requiring reasonable accommodations during the hiring process may contact Lia@pathwayassoc.com.