



**Jewish Family Service of the Lehigh Valley
Chief Executive Officer
Position Description**

Background

Jewish Family Service of the Lehigh Valley (“JFS”), guided by Jewish values, helps individuals and families live healthier and more stable lives by providing social services, professional counseling, education and community programs. In 2022, they reached a milestone of 50 years of service to the community. JFS is proud of its core services including a wide array of supportive services and case management for older adults and seniors and accessibility and inclusion consulting for other Jewish organizations. Their long-term Executive Director is retiring at the end of 2025, and the organization needs to conduct a search. For more information about JFS of the Lehigh Valley: <https://jfslv.org/>

The Lehigh Valley has a very tight knit Jewish Community. The Jewish Federation of the Lehigh Valley provides financial and overall support to Jewish Organizations in the Lehigh Valley while the Jewish Community Center in Allentown, located a few blocks from JFSLV hosts a robust early childhood program, inclusive of day care and preschool, a full-scale camp program featuring daily indoor swimming lessons, outdoor athletics and indoor music, art and more. There are currently 9 synagogues in the Valley and surrounding area covering all denominations and a Jewish Day School. Room to grow. Space to play. Meaningful work to do. There is also a strong culture of collaboration among Jewish organizations.

The Lehigh Valley consists of the cities of Allentown, Bethlehem and Easton, Pennsylvania, and their surrounding towns. It is located approximately 1 hour north of Philadelphia and 90 minutes west of New York City. The region is among the Northeast’s fastest-growing areas. More than 15,000 businesses of all sizes and sectors, from global leaders to startups, along with 11 colleges and universities call the Lehigh Valley home. Consider the lifestyle of a region where you can hike to the top of a mountain during the day and be back in time for a night on the town. Lehigh Valley boasts a UNESCO World Heritage site, several colleges and universities, a half dozen concert venues, art and other museums, minor league baseball and hockey teams, a Velodrome, other sporting events, and festivals nearly every weekend of the year.

Summary

Reporting to the Board of Directors, the Chief Executive Officer will have overall strategic and operational responsibility for JFS staff, programs, and execution of its mission. The Chief Executive Officer will



ensure JFS's leadership maintains an awareness of both the external and internal competitive landscape, client/community base, new industry developments and standards. The Chief Executive Officer will have an overall responsibility for evaluating the needs of the community and creating, planning, implementing, and integrating the strategic direction of the organization and all its components and departments resulting in the development and implementation of services and programs. The successful candidate must be a collaborative and energetic leader.

Essential functions and primary responsibilities:

- Provide strong, creative, and nurturing leadership to the management team, staff, and volunteers
- Provide oversight to the team in their respective responsibilities for all areas of administration including, but not limited to, program development and evaluation, licensing and compliance, risk management and professional development
- Develop and strengthen partnerships with key stakeholders and constituencies, including community partners, governmental bodies, and other organizations
- Direct the development of an annual operating plan and budget and take responsibility for meeting the commitments of the plan and budget
- Seek funding sources, design, and implement fund development activities, including cultivation of major individual, foundation, and corporate donors, to achieve annual operating, capital campaigns and endowment needs of the agency
- In conjunction with the Board and the management team, develop organizational goals and objectives consistent with the mission and vision of the agency. Facilitate the accomplishment of goals, objectives, and strategic plans established in cooperation with the Board of Directors.
- Serve as primary spokesperson for the agency to the media and others; facilitate ongoing efforts to promote agency services. Be visible in the community as the face of JFS and participate in community events
- Maintain an excellent working relationship with the Board of Directors and its committees.
- Communicate with the public, co-workers, and community members in a clear and concise, professional, and courteous manner in alignment with JFS's values-based culture

Qualifications

- Outstanding written and verbal communication skills.
- Proven track record in professional staff management and operational excellence.
- Experience with volunteer management and community relations.
- Proven track record leading resource development and stewardship including individuals, corporations, major gifts, endowments, events and grants.
- Demonstrated ability to develop and implement strategy and budgets including monitoring and reporting the agency's finances to the Board of Directors in partnership with the Treasurer.



- Experience working with a Board of Directors and volunteers.
- Understanding of changing trends in social service delivery.
- Tech savvy with relevant experience in information technology platforms including fundraising, electronic health records, marketing, and social media.
- Experience in the areas of social services, mental health, social services or counseling field is preferred.
- A strategic thinker with strong time management skills who, working with the Board, develops a shared vision for the future of the organization, builds understanding around the mission, develops and pursues appropriate goals and strategies and funding to advance that mission.
- A proven track record of innovating, developing, expanding, and growing programs and services to meet the changing needs of the community.
- Successful track-record of strong, collaborative leadership having served in a senior leadership position within non-profit organizations or related for-profit organizations.
- Ability to evaluate and prioritize the needs and organizational effectiveness of the agency and recommend changes or new models to build capacity and efficiency.
- Ability to engage top community leaders in support of JFS. Must be able to attend in-person meetings with community organizations, donors, foundations, and other strategic alliances.
- Familiarity and understanding of Jewish values, community traditions, religious practices, and culture.
- Graduate degree in management (public administration, nonprofit leadership, business administration, public health, or social work) is preferred.

Compensation

The salary range for this role is \$110,000 - \$130,000 based on experience.

For more information or to apply, please contact Carin@sageviewconsulting.com