



## Job Description – Executive Director Jewish Family Services of Greater Dayton

*Are you looking for a meaningful job with great benefits? Join the Jewish Federation of Greater Dayton's enthusiastic, collaborative team of professionals who work to make a difference in the lives of so many in the Miami Valley.*

*As a social service agency within the Jewish Federation of Greater Dayton, Jewish Family Services of Greater Dayton (JFS) provides individuals and families within the Miami Valley with the tools and services to lead happy and healthy lives.*

*JFS Connects. Guides. Cares. Empowers everyone to lead their best life at all ages and stages.*

### Position Summary

The Jewish Federation of Greater Dayton is seeking a visionary, dynamic leader to be the Executive Director of Jewish Family Services, a social service agency within the Jewish Federation of Greater Dayton. The Executive Director will possess creativity, energy, passion, and strong management and communication skills. Reporting to the Jewish Federation of Greater Dayton's Chief Executive Officer, the Executive Director will be responsible for the oversight of Jewish Family Services' daily operations, programs, and working with an advisory board and donors.

### Principal Responsibilities

Jewish Family Services of Greater Dayton offers information and referral services, case management services which include a transportation program, programs that support mental and physical wellbeing, outreach at the Jewish holidays, and so much more. Key responsibilities for the Executive Director include:

- Oversees daily operations, including information and referral services and case management which includes a transportation program.
- Manages and supervises staff, and ensures staff receive professional development and clinical supervision.
- Develops and designs programming from inception to marketing.
- Ensures volunteers and staff follow appropriate policies and procedures.
- Develops and delivers presentations to the community about Jewish Family Services and related topics.
- Maintains fiscal oversight for Jewish Family Services, including the development and management of budgets, management of contracts, and oversight of expenses.
- Represents Jewish Family Services and the Jewish Federation of Greater Dayton within the Jewish community and the community at large.
- Fosters relationships with other social service agencies and nonprofits and serves on community collaborations and coalitions that support serving clients and those in need.
- Works with the Jewish Family Services Advisory Board to assess and address community needs, to create ambassadors for Jewish Family Services, and to create and implement a strategic plan for the agency.
- Provides written reports and materials, including those for the Jewish Family Services Advisory Board, Jewish Federation of Greater Dayton Board, the Jewish Federation of Greater Dayton's Annual Report, social media, *The Dayton Jewish Observer*, and more.
- Oversees the annual Jewish Family Services Friends Drive and stewards donors.
- Collaborates with leadership and other staff at the Jewish Federation of Greater Dayton to design and implement programs.



## Qualifications

- Bachelor's degree required in social work, education, nonprofit management, or a related field. Master's degree preferred.
- Five plus years of management and/or supervisory experience in a similar position, with a proven track record of success, innovation, and growth.
- Demonstrated strong supervisory, management, oral and written communication, and interpersonal skills.
- Demonstrated experience in leadership, effective guidance, and stability for program continuity.
- Judaic background with knowledge of Jewish life, traditions and culture required, as well as an ability to integrate these concepts appropriately in programs, our environment, and with staff.
- Proficient computer skills, including usage of Microsoft Word, Excel, and Outlook.
- Physically able to walk, kneel, crawl, bend, sit on the floor, and carry/lift up to 35 pounds.

Salary is commensurate with previous experience and educational background. Hiring is subject to completion of a background check, fingerprinting, criminal history record information, and a child abuse record information check. The Jewish Federation of Greater Dayton and its Agencies are an equal opportunity employer.

Interested applicants should submit their resumes to [cgardner@jfgd.net](mailto:cgardner@jfgd.net) with the subject line "JFS ED - [Your Full Name]"