



## **Director of Social Services (JFS)**

**Organization:** Jewish Federation of Greater Raleigh

**City:** Raleigh

**Location:** North Carolina

**Country:** United States

**Primary Category:** Case Management

**Salary:** \$70,000.00 yearly

**Type of Position:** Full-Time

**Education Requirement:** Licensed

**Experience Requirement:** 5-10 years

### **Description & Details**

Provide the leadership and development of mission-driven services and programming for Jewish Family Services. Provide the vision, guidance, and management necessary to ensure that Jewish Family Services has proper operational controls and reporting procedures to effectively grow and operate efficiently. Provide guidance and updates concerning programming and issues regarding Jewish Family Services to the Federation's Board of Trustees. Partner with Federation senior staff to develop and implement fundraising, marketing, and public relationship strategies to enhance the image of the Jewish Family Services. This is a full-time exempt position.

### **FUNCTIONS AND RESPONSIBILITIES**

- Design, direct, implement, and evaluate all Jewish Family Services programs.
- Provide strategic planning and the long-term vision for Jewish Family Services to the Federation's Board of Trustees and its Advisors/Committee(s).

- Provide accurate, timely, and complete information to the Federation's Board of Trustees and its Advisors/Committee(s) on all programmatic, personnel, financial, and operational issues pertaining to the Jewish Family Services.
- Develop and improve the Jewish Family Services' public image, including marketing of programs and services in coordination with the Federation's marketing team.
- Partner with the Federation's marketing team to ensure Jewish Family Services marketing and communications needs are met through organization communications plan.
- Review and evaluate the quality and quantity of the programs and services provided by Jewish Family Services staff.
- Responsible for all operational and financial processes and procedures in the Jewish Family Services to appropriate Federation staff and to the Board of Trustees (e.g., operational metrics and performance-to-budget evaluations).
- Responsible for the evaluation, measurement, and tracking of all Jewish Family Services Division processes and procedures. Report tracking statistics to appropriate Federation staff and to the Board of Trustees.
- Direct all Jewish Family Services staff either directly or through subordinates.
- Assign tasks and responsibilities to therapists and case managers and to all subordinate personnel within the Jewish Family Services.
- Hire, direct, and evaluate the performance of all Jewish Family Services direct reports.
- Review and modify the performance evaluations of all Jewish Family Services staff with indirect reporting relationships as appropriate.
- Review and modify the organizational structure and job responsibilities of Jewish Family Services staff as needed.
- Prepare an annual Jewish Family Services budget in coordination with the Federation's finance team.
- Provide timely, accurate and complete reports on the status of all financial and operational metrics pertaining to Jewish Family Services to Federation management and Board of Trustees.

- Implement continuing improvement analyses concerning Jewish Family Services Division financial accounting and budgeting processes with the Federation's accounting office.
- Apprise appropriate Jewish Family Services staff on budgetary issues that impact their functions.
- Implement continuing improvement analyses concerning the quality and outreach of Jewish Family Services programs and services.
- Investigate or innovate options for new or expanded Jewish Family Services Division programs and services.
- Serve as the Jewish Family Services Chief Clinical Director regarding counseling client intake.
- Investigate options to increase funding from current sources to support Jewish Family Services programs and services.
- Investigate options to create new funding sources to support Jewish Family Services Division programs and services.
- Develop and improve productive relationships between Jewish Family Services Division and Federation funding sources.
- Partner with the Federation development team to plan and implement Jewish Family Services focused fundraising initiatives.
- Participate in Jewish Family Services and Federation partner-related philanthropic activities and programs.
- Recruit, orient and involve lay leadership and volunteers to serve in a meaningful capacity within the Jewish Family Services.
- Develop relationships with the community clergy, community leadership, professional and lay leaders, therapists, and other social services agencies in the community.

## **REQUIREMENTS**

- A minimum of five (5) years of related and progressive experience in senior management at a non-profit organization is required.

- Master's Degree in Social Work (MSW) or Counseling from an accredited School of Social Work is required.
- An active North Carolina license (LCSW/LCSWA) is required.
- Proven competence as a strong relationship builder with demonstrated interpersonal skills that include motivating and creating collaborations and partnerships with staff, volunteers, community, and Boards.
- Demonstrated management skills, including recruiting, hiring and directing staff.
- Exemplary verbal and written communication and organizational skills.
- Ability to be flexible, delegate appropriately and manage multiple priorities simultaneously.
- Proven track record of successful development and management of programs, services, finances, and operations.
- Experience in fund development, including successful grant writing track record.
- Highly developed technology skills and knowledge, including databases and Microsoft Suite programs is required
- Demonstrated sound knowledge and effective use of individual, family and group counseling techniques is required.
- Demonstrated knowledge of and the ability to learn community resources, federal and state programs is required.
- Demonstrated willingness to network in the professional community and the Jewish community in Wake County is required.
- Demonstrated understanding of and respect for Jewish values and traditions is required.
- Demonstrated honesty, integrity, and adherence to principles of confidentiality are required.

### **How to Apply / Contact**

Please submit a resume and cover letter to [jobs@shalomraleigh.org](mailto:jobs@shalomraleigh.org).