



POSITION SPECIFICATION

EXECUTIVE DIRECTOR
Jewish Family & Community Services East Bay
Berkeley, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. A division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at scott@leadershipsearch.com.



TITLE: Executive Director

ORGANIZATION: Jewish Family & Community Services East Bay

LOCATION: Berkeley, CA

REPORTS TO: Board of Directors

MISSION and ABOUT THE AGENCY

Founded in 1877, JFCS East Bay is a nonsectarian human services agency supporting 6,000 Alameda and Contra Costa residents each year. The agency serves people of all religions, races, and ethnicities. Rooted in Jewish values and historical experiences and inspired by the strengths of the diverse communities served, JFCS East Bay's mission is to promote the well-being of individuals and families by providing essential mental health, social, and legal services through every stage of life. JFCS East Bay supports the community through five central program areas: Immigration Legal Services, Older Adult Services, Parenting & Youth Services, Refugee Services, and Volunteer Services. These programs serve immigrants, undocumented people, seniors, Holocaust survivors, children and families of color, refugees, and the local Jewish community.

ABOUT THE OPPORTUNITY

Reporting to JFCS East Bay's Board of Directors, the Executive Director (ED) is responsible for the agency's pursuit of its mission, strategic objectives, and long-term financial health. The Executive Director leads a diverse team of approximately sixty staff supported by a strong group of volunteers. Under the leadership of current ED Avi Rose, JFCS East Bay is well-respected and known among other social service and government agencies in the Bay Area.

The next ED will have the opportunity to lead the agency through both challenging and exciting times, as it works to grow to the next level and respond to ongoing, emerging, and complex needs in the community. The agency is seeking a thoughtful, strategic, entrepreneurial leader who will ensure and enhance the future of the agency while building on and respecting the solid foundation and values that have been developed over the past 143 years. The ED should have expertise both in developing innovative programs as well as in assessing and developing internal systems, funding sources, and organizational structures that will move the agency forward.

As an agency that is deeply committed to social and racial justice—that serves diverse clients with diverse staff—the ED will be responsible for leading the organization forward in efforts to pursue justice, diversity, equity, and inclusion, both within the agency and in how services are delivered. These principles are central to the mission and value system of the agency.



Additionally, the COVID-19 pandemic will present unique challenges for the agency and the next ED, as all sectors of society reimagine and retool their work to address the economic, health, and social needs of the community.

Alongside programmatic and organizational responsibilities, the ED will have responsibility for ambitious fundraising targets. Successful candidates will be proficient in seeking resources and developing new revenue streams that will allow JFCS East Bay to deepen and expand services and impact. The ED will focus on establishing collaborative and productive relationships with community leaders, donors, and funders.

With the right leader, and its broad range of services and deep commitment to the clients served, JFCS East Bay is uniquely positioned within the community to become an even more impactful, responsive, innovative, and compassionate service provider in the coming years.

Responsibilities

Organizational Leadership and Management

- Lead the agency in the development and implementation of a long-term vision, strategies, and plans.
- Oversee all programmatic, operational, financial, and fundraising activities of the agency.
- Manage and inspire a racially/ethnically diverse staff, leading the team toward a common mission and collaborative practices.
- Champion and work toward imbuing all levels of the agency (internal and external) with the values of justice, diversity, equity, and inclusion.
- Foster an organizational culture of collaboration, results-driven practice, innovative thinking, responsibility, and transparency.
- Maintain an effective and collaborative working relationship with the Board of Directors and its committees, and task forces, as well as with individual board members.
- Serve as the principal resource to the Board of Directors and its key committees, and give strong direction in policy formulation and interpretation.
- Serve as a compelling spokesperson for JFCS East Bay's vision, strategy, and programs to the community, stakeholders, donors, board, staff, and volunteers.
- Develop and execute a strategic plan in conjunction with the Board of Directors and the senior leadership team.

Fiscal Management

- Develop, manage, and monitor organizational budget in partnership with the Senior Director of Finance & Administration and the Board of Directors.
- Craft and pursue approaches that grow revenues and philanthropic funding needed to advance organizational capacity and strategically expand the agency for long-term sustainability.
- Present financial and organizational progress reports to the Board of Directors.

Fundraising & Revenue Generation

- Deepen and expand relationships with diverse funding sources, including public agencies, foundations, corporations, and individual donors.
- Explore and recommend options for social enterprise that could generate new sources of sustainable long-term earned income.
- Drive key results in fundraising by working with the Senior Director of Development & Community Engagement, Board of Directors, and staff to seize strategic opportunities in the changing circumstances of the community.
- Work closely with the Board of Directors on long-range development goals and implementation, including building an endowment fund.

Professional Experience/Qualifications

Experience

- 8+ years of managerial, financial, and operational experience as an executive/senior manager in a mission-driven organization.
- 4+ years of management experience leading a senior management team and budgetary accountability of multi-million-dollar budgets with complex funding streams.
- Experience with oversight of multiple and diverse programs and/or operations.
- Experience with leading justice, diversity, equity, and inclusion initiatives.
- Track record of building relationships and working effectively with partners, funders, business leaders, and the community.
- Demonstrated ability to inspire, develop, recruit, and retain staff.
- Experience developing and executing strategic plans for an organization.
- Proven track record of managing change through a transition and/or transformation.
- Experience incorporating the perspective of multiple communities, including communities of color, in the consideration of impacts and outcomes of process and services.

Skills

- Outstanding communicator with excellent speaking, writing, and listening skills.
- Ability to publicly advocate on behalf of JFCS East Bay and the people it serves.
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources and build financial stability.
- Financial management and analytical skills.
- Visionary, creative, and entrepreneurial abilities.
- Ability to plan and execute specific metrics to achieve organizational goals.
- Ability to build relationships with clients, donors, and partner organizations.

Personal Characteristics

- Understanding of and commitment to Jewish values, including welcoming the stranger, caring for the vulnerable, and healing the world.
- Compassion for vulnerable people of all races, religions, and ages.
- Dynamic and charismatic leader who enjoys being the public face of an organization.
- Problem solver who is comfortable making tough decisions.
- High degree of emotional intelligence, empathy, and humility.



- Personality that is steady, resilient, and collaborative.
- Comfort working in a multi-ethnic and diverse organization.
- Deep commitment to diversity, equity, and inclusion.

Education

- A Bachelor's degree is required, with a Master's degree in social work, public or business administration, nonprofit management, or healthcare administration highly preferred.

Preferred Experience

- Understanding and involvement with community-based behavioral health and/or social services programs.
- Previous Executive Director/CEO experience.
- In-depth knowledge of Bay Area Jewish community or comparable diverse and pluralistic Jewish communities.

COMPENSATION

A competitive compensation and benefits package will be made available to the qualified candidate. The salary range for the Executive Director is \$160,000 to \$180,000.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Jewish Family & Community Services East Bay. For immediate consideration, interested candidates should apply via email by sending a resume and cover letter as PDF or Word documents to Search Coordinator Chelsea Burr at chelsea@leadershipsearch.com, with "JFCS East Bay ED" in the subject line.

Inquiries may be made, in confidence, to Search Consultant Scott Staub at scott@leadershipsearch.com.

Jewish Family & Community Services East Bay is an equal employment opportunity employer. JFCS East Bay is committed to diversity and building an inclusive environment for people of all backgrounds. Everyone is encouraged to apply, including people of color, women, LGBTQ people, and those with bicultural/bilingual skills.

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