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President and Chief Executive Officer

Position Profile



August 2015

**[Milwaukee Jewish Federation](http://www.milwaukeejewish.org/)**

**[](http://www.unitedwaymilwaukee.org/home)**



## **Organization overview**

Since 1867, Jewish Family Services (JFS) has been a leading provider of social services in Greater Milwaukee for individuals, families and children of every race, religion, income or lifestyle. The organization is built on Jewish values of *chesed* (loving kindness) and *tzedekah* (righteousness, justice) and maintains its original commitment to nurture and strengthen family life.

Originally organized as the Hebrew Relief Society, JFS has had five different names - each reflecting the changing needs and challenges of the time. Today, the organization offers a wide spectrum of services and resources to thousands of individuals served annually with programs focused around mental health services, supporting those with disabilities and our aging population. Through counseling services, professionals offer results-oriented therapy and problem-solving skills to help those struggling with depression, anxiety, and life transitions. Care Managers assure that individuals with developmental disabilities and severe and persistent mental illness are given the opportunity to achieve their fullest potential. Through services for seniors, JFS encourages independence and personal fulfillment for older adults and helps them establish a secure and stable environment. Additionally, through our wholly-owned subsidiary, JFS Housing, we offer affordable housing for low- and moderate-income individuals, families, seniors and people with disabilities at our campus community in the Village of Brown Deer. JFS Housing was created in 2008 to support the mission of JFS in the development of housing for seniors and people with disabilities. Our clients often represent the most vulnerable in our community with almost 70% earning less than $15,000 per year and 49% being non-Jewish.

**Our Mission:** The mission of Jewish Family Services is to provide supportive services that will strengthen families, children and individuals throughout the life cycle within the context of their unique needs and traditions.

**Our Vision:** Jewish Family Services will be the recognized resource for high quality services that enhance the lives of all we serve. We will enable our clients to adapt to change, reach their maximum potential and lead fulfilled lives.

**Our Values:** How we accomplish our mission is as important as the mission itself. In everything we do, we will always be guided by Jewish values which have required us to care for those among us in need, not as a burden, but as a *mitzvah* (commandment of Jewish law).

To learn more about JFS, please visit: <http://www.jfsmilw.org/>

## **Position Description**

The President and Chief Executive Officer is ultimately accountable for the successful achievement of the Jewish Family Service’s vision and mission. Reporting to the Board of Directors, she or he is responsible for the development, supervision and administration of all aspects of the operating and capital budgets of JFS and JFS Housing. JFS has an annual operating budget of $5.4 million while JFS Housing has an annual operating budget of $1.0 million. The combined assets of JFS and JFS Housing, including the various housing properties, totals almost $50 million. In addition, JFS has an endowment of $5 million. The CEO is responsible for meeting programmatic outcomes of both entities.

The CEO will work with the JFS Board to provide management, information and leadership around changing community needs and the strategic adjustments necessary to accomplish JFS’ vision. JFS operates in a dynamic environment with a mix of revenue sources, including significant funding from government agencies, the United Way, Milwaukee Jewish Federation, foundations and generous individuals. The new leader will serve a variety of external and internal roles building relationships with these key stakeholders and current and potential partners while also overseeing daily operations with a senior management team and a staff of nearly 100. The ideal candidate will be highly organized, detail oriented and able to work on multiple projects. Above all, she or he will have a true passion for the organization’s mission with the strategic, analytical thinking and team-building skills necessary to lead JFS into the future and meet the needs of our clients.

The current CEO, Sylvan Leabman, is retiring at the end of this year after serving in this role for 12 years.

## **essential responsibilities**

1. **LEADERSHIP and GOVERNANCE**
   1. Works closely with the Board to develop and implement policies designed to fulfill the mission and successful administration of the organization.
   2. Proactively participates in Board meetings and facilitates activities of the Board.
   3. Identifies, assesses, and informs the Board of Directors of internal and external issues and trends that affect the organization.
   4. Leads with ethical behavior and business practices, and ensures that his/her own behavior and the behavior of others is consistent with these standards and aligns with the values of JFS.
   5. Serves as professional advisor to the Board in all areas of management, fundraising, program, finance, strategic planning and Board enhancement.
   6. Recruits for Board/Committee leadership and involvement, and structures opportunities for these individuals to make maximum contributions to the organization.
   7. Serves as President of JFS Housing, Inc. Board of Directors.
   8. Maintains overall responsibility for the organization and facility operations.
2. **COMMUNITY RELATIONS and CLIENT ADVOCACY**
3. Advances the public profile of JFS by developing new and innovative approaches to increase community awareness of its services.
4. Serves as JFS’ ambassador to the Greater Milwaukee Jewish and general communities to promote enhanced visibility of organizational programs and services.
5. Represents JFS and its perspective on issues affecting individuals and families with community groups, the Milwaukee Jewish Federation, United Way of Greater Milwaukee and Waukesha County, foundations, government funders and the media.
6. Networks actively with colleagues in related agencies and professional organizations to address family service and community related issues.
7. Builds strategic alliances, develops and implements collaborative approaches to service delivery through continued work with community-based and local & national organizations both public and private.
8. **FUND DEVELOPMENT and FINANCE**
   1. Partners with the Board, the Vice President of Development & Communications and Committees to create a development plan to support ongoing and new program initiatives and to grow the annual fund and build the organization’s endowments.
   2. Seeks new and innovative sources of funding including program grants, government contracts, private foundations and individual donors.
   3. Oversees staff and programs relating to all of the organization’s fundraising activities including special events, planned giving, capital campaigns, direct mail and other donor relations and stewardship.
   4. Supervises preparation of the multi-faceted annual operating budget and monitors financial reports and results.
   5. Regularly evaluates the status of the JFS financial resources so that resources are devoted to top priorities.
9. **PROGRAMS and PLANNING**
   1. Provides expertise and leadership for the ongoing evaluation of program priorities, new initiatives and relationships to ensure financial stability of JFS and the impact of its services.
   2. Evaluates existing programs and recommends appropriate program directions and modifications based on client and community needs and national trends.
   3. Establishes and maintains high standards of excellence in JFS’ program objectives.
   4. Develops a vision statement and updated strategic plan to guide the organization, in conjunction with the Board.
   5. Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.
   6. Ensures that the programs and services offered by the organization contribute to JFS’ mission and reflect the priorities of the Board as well as the needs of the clients and community.
10. **STAFF LEADERSHIP and HUMAN RESOURCE DEVELOPMENT**
    1. Oversees leadership, direction, supervision and support to senior professional staff utilizing effective interpersonal skills.
    2. Provides staff with opportunity for dialogue and interaction by creating and encouraging an environment conducive to open communication.
    3. Allows for opportunities for staff participation in program planning.
    4. Encourages and empowers staff to maximize productivity, enhance communication, promote teamwork and professional development and reward creativity and accomplishments.
    5. Provides education, support and resources to staff for professional growth.
    6. Maintains a diverse, positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
    7. Recruits and selects staff that has the right technical skills and personal abilities to help further the JFS’ mission.

## **minimum qualifications and selection criteria**

* Bachelor’s degree required. Master’s degree preferred, or equivalent experiences.
* At least ten years senior-level management experience.
* Sensitivity to various cultures, religions and socioeconomic status.
* Familiarity with administration and provision of social services, state and local government operations and the legislative process.
* Knowledge of not-for-profit organization management.
* Demonstrated leadership skills.

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## **Guidelines for applicants**

For full consideration for this position, all of the following materials must be received, electronically, no later than **5:00 p.m. CST on September 24, 2015**.

A. A letter demonstrating your qualifications for the President and Chief Executive Officer position and describing your interest in Jewish Family Services;

B. A description of salary parameters;

C. A detailed and updated resume and,

D. The names of, your relationship to, and contact information for, three professional references.

*\*\* The information above (items A-D) may be combined into one document or put into multiple documents, attached to an email.*

Please email to: [**JFS@leadingtransitions.com**](mailto:JFS@leadingtransitions.com)

Attention:

Mindy Lubar Price, President & CEO

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We encourage and welcome candidates with diverse backgrounds to apply. JFS is an equal employment opportunity employer functioning under an Affirmative Action Plan.

References will not be contacted until a candidate has been notified. Background checks will subsequently be performed, with candidate permission. The JFS Board of Directors plan to have this position filled in early November 2015.