



## **Position Title**

Chief Executive Officer (CEO)

## **Position Summary**

The CEO is an experienced leader with a deep knowledge of the Federation system who builds and nourishes trusted relationships with all Jewish and general community sectors.

The person selected for the position will be able to lead and manage, building on the successes of the past while meeting the needs of the future.

The CEO reports to the Federation President and is accountable to the Board of Directors and its Executive Committee. This position is responsible for overseeing clearly and transparently all of the organization's operations, including development, marketing, community relations, and finance. The CEO is also responsible for the oversight of the Federation's Annual Campaign and such *key* community programs and committees as Jewish Family Services, Jewish Film Festival, Jewish Community Relations Council, PJ Library, Women's Philanthropy, OneTable, and for finalizing and implementing the 2023 community study.

## **Board and Leadership Development**

- Manage a governance structure through working with the Board and committees that fosters effective partnership and leads to maximal results.
- Build agreement on issues and identify opportunities for leaders to utilize their skills and relationships for donor cultivation and solicitation.
- Gather input and lead by consensus with Jewish community leaders and constituents.

## **Financial Resource Development**

- Oversee, manage, and enhance the Federation's Annual Campaign.
- Develop alternative funding sources such as designated gifts, matching challenges, corporate sponsorships and grants, and opportunities for endowed and planned giving.
- Build a Campaign Cabinet through the effective use of volunteer leadership.
- Grow the Life & Legacy program and other endowments in partnership with the Jewish Community Foundation of the West.
- Solicit and build relationships with individuals, corporations, and foundations, emphasizing current and endowed gifts.

## **Oversee Business Operations**

- Provide financial oversight and ensure integrity and transparency in all financial matters.
- Prepare and manage the annual budget and all financial statements for Board meetings in collaboration with the Executive Committee and Board Treasurer.

- Fulfill legal and fiscal requirements for nonprofit corporations.
- Oversee facility operations and maintenance of the Federation property.

**Community Security:**

- Oversee the Federation's security programs and operations
- Secure funding and secure resources to provide for the operations of community safety
- Liaise with Law Enforcement and relevant community leaders.

**Build a High-Performance Staff**

- Recruit, lead, mentor, and retain a high-performing professional team that supports the Federation through its next era of community building.
- Create individual and shared goals, and track and evaluate performance.

**Marketing and Communications**

- Serve as the local representative and spokesperson for the Federation together with the Federation President.
- Ensure that messaging is in accordance with the mission and campaign goals.
- Maintain positive communications and partnerships with each Jewish institution and area synagogues to fully understand their institutional and constituent needs, with a particular emphasis on the changing face of the community.

Compensation commensurate with experience and qualifications. Range: \$115,000 - \$130,000 plus benefits, including retirement contribution and health/dental insurance.

Bachelor's or Master's Degree preferred or equivalent experience.