



## **Chief Executive Officer (CEO) Job Description**

### **Position Summary:**

The CEO is highly motivated and responsible to the Board of Directors for the management of the daily operations of Jewish Family Service of San Antonio, Texas, Inc. (JFS), utilizing both physical and financial resources efficiently and effectively, providing leadership to the staff, strategic planning for all functional areas of the organization, and working to develop new sources of funding through grants, foundations, and personal giving. The JFS Board sets policy for the organization. The CEO is responsible for implementing all JFS approved policies through the daily management of operations and assigned staff.

The CEO is driven by the mission of the organization, which is to enhance the quality of life for individuals and families of all ages, faiths, and backgrounds in San Antonio and the surrounding area, through social, psychological, health and educational programs guided by the Jewish values of “repairing the world” and “taking responsibility for each other.” In collaboration with the Board President, the CEO is also the “face of JFS” in developing external relationships with collaborating nonprofits, funding organizations, government agencies, and the community. The CEO manages the daily affairs of the Agency through his/her direct reports: Director of Finance, Director of Marketing & Communications, Director of Social Services, Clinical Director, Associate Director of Administration and overall responsibility of 22 full-time employees and additional interns/volunteers.

### **Key Areas of Responsibility**

- Provide strategic leadership to direct mission driven programs and ensure the secure and confidential operation consistent with HIPAA and all state, local and federal regulatory requirements
- Grow revenue from all sources
- Develop agency and program budgets
- Build awareness of the agency and its programs
- Create and maintain an organizational culture driven by mission, teamwork, ethical practices, universal values of equality and caring and on-going career development

## **Essential Duties**

- Oversee preparation and implementation of the board-approved annual budget
- Maintain compliance with organizational policies and government/regulatory standards & guidelines
- Lead the board and staff in strategic planning for the agency & guide the strategic planning process at the annual board retreat
- Educate board members on issues affecting the organization's services, programs and constituents including best practice standards
- Work closely with board and staff on fundraising opportunities
- Complete and submit timely and accurate reports as required by funding and regulatory organizations
- Develop and maintain open communication between board and staff
- Identify needs and coordinate the training of staff, board and committees to maximize mission impact and technical proficiency
- Ensure high quality, effective, and efficient operations and programs
- Monitor delivery of exemplary program services in accordance with governmental policies, licensing requirements, and community expectations
- Serve as key point of contact for issues related to the operation of the agency
- Develop metrics, evaluate programs, and recommend modifications and improvements to programs and services
- Work with Jewish Federation of San Antonio, Campus Operations and the leadership for other campus community organizations to promote and develop the best interests of the agency; serve as a non-voting member of the Campus Board of Directors for JFS
- Hire, supervise, and evaluate all program managers
- Ensure that all employees are trained on the agency systems
- Foster external relationships with other agencies and organizations when such collaborations are in the best interest of the organization
- Maintain relationships with the national and state affiliates
- Support a welcoming and positive culture with all constituents

## **Requirements**

- Bachelor's degree required; Master's degree preferred
- A minimum of 7 years related experience at a like-size organization (\$1- \$2 million annual budget) with direct oversight of management and administrative employees
- Extensive experience in administration at the management level
- Ability to plan, organize, direct and supervise overall budgetary and fiscal operations
- Ability to provide leadership to volunteer boards, councils and committees in their efforts to organize around community issues that directly and indirectly affect the organization's program objectives
- Ability to relate to and communicate with people from all walks of life, especially clients, their families, staff and Board members
- Experience with all HIPAA requirements and regulations
- Directly participate in planning and implementing the fundraising activities

- Experience working with federal and state funding streams extremely beneficial
- Ability to use Microsoft Outlook, Word and Excel as well as social media

### **Benefits**

- The compensation for this position will be based upon the successful candidate's education, skills, and applicable experience
- Health insurance coverage available including medical, dental, and vision plans
- Group life insurance policy and long-term disability provided
- Deferred compensation program
- High energy, professional work environment with a dedicated staff committed to the organization's mission
- Work with an established nonprofit organization with a reputation of service to the community for more than 45 years
- This organization is an Equal Opportunity Employer

### **Instructions for Application:**

Résumés, cover letters and references will be accepted until **5:00 p.m. Thursday April 12, 2018**. We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, without prior consent, nor will reference contacts be made until mutual interest has been established. **To apply for this position, please email your résumé and letter of interest. Please indicate the name of the position for which you are applying in the subject line of your email.**

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