Executive Director

Jewish Community Foundation of Northeast Florida | Jacksonville

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**Background**

The Jewish Community Foundation of Northeast Florida is a separately incorporated foundation with assets of over $15 million.  The foundation is incorporated as a Partnership of the Jewish Federation of Jacksonville, Jewish Family and Community Services, River Garden Senior Services (Hebrew Home), Jewish Community Alliance (JCC) and two Reform, one Conservative and one Orthodox synagogue. The Jacksonville Jewish community has benefited from the tremendous continuity with the professional and volunteer leadership of its agencies and synagogues

 The Foundation has been particularly well known over the years for the development of endowment funds to secure its community’s future.  In 2009, the Foundation launched the JFNA Create a Jewish Legacy initiative and has secured commitments for approximately $40 million in future legacy gifts.   All totaled, legacy commitments and cash gifts combined, are in excess of $70 million dollars.

The Foundation provides endowment development and charitable gift planning services for its partners and for the community.  The Foundation has been selected to participate in the Harold Grinspoon Foundation’s Life & Legacy initiative and will begin this program under the direction of the new Executive Director. Nationally, the Jewish Community Foundation of Northeast Florida is one of the most successful Create a Jewish Legacy pilot communities.

**Job Summary**

The Foundation seeks an energetic and dynamic Executive Director (ED) who will work closely with the Jacksonville Jewish Federation and community agencies as a collaborative partner. Utilizing strong fundraising and management skills, the Executive Director will be a results driven leader who is able to inspire the community.  Outstanding interpersonal skills, a proven track record in endowment development and a commitment to Israel and Jewish values is essential.

**Reports To**

The Executive Director of the Foundation reports to the Board of Directors of the Foundation.  The Foundation has 3 professional staff, including a Create a Jewish Legacy Advancement Director, a bookkeeper and a part-time administrative staff member.

**Responsibilities**

* Develop and implement a development plan with measurable objectives and accountability.
* Solicit planned and collateral gifts, based upon the priorities of the Foundation including unrestricted, program/restricted, donor-advised, and related funds.
* Serve as the lead staff support for the Foundation board, its president, and meetings of the board.  Personally provide staff support and/or assign other staff members to support the board committees.
* Develop and steward both existing and new relationships with community donors.
* Supervise and review the completion of gift agreements.
* Develop and implement a strategic plan for the Foundation to include its future direction, community relationships, CJL program, marketing, and relationships with donors, donor development and other key elements that will ensure the success of the Foundation’s vision and mission.
* Host events or programs, as necessary, to draw attention to goals and objectives of the Foundation.
* Assure that all participating family foundations meet on a regular basis and that an attempt is made in each case to steward the relationships associated with each family.  Assure that material is provided to each family which assists them in crafting and carrying out their philanthropic mission.  Monitor over time the fulfilling of that philanthropic mission.
* Assure that the Foundation and its board, as well as key staff, are made aware of and comply with current legal and compliance issues pertaining to endowment development and ensure its compliance.
* Communicate on a regular basis with estate, tax and financial professionals within the community regarding matters that pertain to philanthropy and the Foundation and Federation.
* Speak locally or nationally on behalf of the Foundation.  Attend national or international meetings or missions on behalf of the community from time to time.

**Qualifications**

**Builds Trusted Relationships**

The ED builds trust and maintains relationships with a range of stakeholders including the board, agencies, synagogues, donors, community leaders, staff and others.  The ED successfully positions and represents the Foundation in the community.

**Fundraising Skills**

The ED must attract and steward high net-worth individuals as well as expand the general donor base. Accountable for fundraising success, s/he must be attuned to donor interests and concerns while conveying a deep passion for the mission.

**Integrity and Credibility**

The ED will demonstrate openness, transparency, accessibility and accountability.  S/he will take responsibility for decisions and consequences and act as a role model for volunteer and professional leadership.  The ED will place the Foundation’s goals above own self-interest.

**Thinks and Acts Strategically**

The ED must communicate a compelling vision for the Jewish community and translate the vision and mission into objectives, strategies and deliverables.

**Inspires Others and Builds Commitment**

The ED must be able to inspire engagement, participation and commitment both inside and outside the organization.  S/he will need to sustain a productive work environment, develop teamwork and collaboration, and garner support for change efforts.

Seven or more years of senior experience within a non-profit environment, with a proven track record of success in resource development, including planned, supplemental, and annual gifts.  Must have experience in governance and staff supervision.  Excellent interpersonal skills and writing abilities are essential.  An understanding of the significant legal and financial issues which bear on the mission and development efforts of the Foundation are required.  Knowledge of and a deep commitment to Jewish values are highly desired.   BA, graduate degree in appropriate field is required and a legal background is helpful.

**Compensation**

A competitive compensation package is available for the successful candidate.

**How to Apply**

Please send cover letter and resume to carin.maher@jewishfederations.org

Jewish Community Foundation of Northeast Florida

([http://www.jewishfoundationnefl.org](http://www.jewishfoundationnefl.org/))