



Jewish Community Center

SONOMA COUNTY

Executive Director Job Description

Summary

The Jewish Community Center Sonoma County (JCC So Co) is a Jewish community center without walls committed to providing cultural, educational, social, recreational, and spiritual opportunities for a deeper commitment to, and greater participation in, Jewish life in Sonoma County and the North Bay. JCC So Co is dedicated to creating a vibrant, inclusive, diverse Jewish community. We are known for our quality programs for seniors (Friendship Circle) and youth (Camp Chai and Chaverim), and for our film series (Jewish and Israeli Film Festivals). The JCC currently has 6 paid staff: 5 non-exempt, part-time employees reporting directly to the Executive Director, who is an exempt, full-time salaried manager reporting to the Board of Directors. We also enjoy the services of dozens of volunteers.

The Executive Director (ED) of the JCC is the principal advocate for the organization's mission, vision and values and, in conjunction with the Board of Directors (Board), a partner in building the organization and sustaining its vision. The ED is responsible for the overall management of the JCC Sonoma County.

Duties and Responsibilities

Manage the JCC

- Create and maintain a safe, healthy, positive and collaborative work environment
- Establish and manage lease/rent arrangements for suitable office space; oversee furnishings, technology, supplies, insurance and other office-related matters
- Provide financial oversight and manage the agency's budget
- Develop and implement office policies covering employment, safety, ethics, record keeping, media/community relations and other relevant issues
- Create and manage an efficient organizational structure with specific responsibilities and duties for all employees
- Recruit and manage volunteers as required
- Engage contractors and maintain proper records, cost controls and relations
- Create, maintain and enhance social media presence
- Ensure compliance with all local, State and Federal laws

Employee Management

- Ensure staff knowledge of employment policies, and provide leadership and clear modeling of the agency's policies and values at all times
- Conduct personnel searches to fill approved openings; hire, counsel and dismiss employees per established policies and regulations
- Conduct annual written employee evaluations
- Provide and support professional development for all employees

Development and Fundraising

- Work with the Board to maintain a working Development Committee tasked with fundraising and donor development
- Develop and implement fundraising strategies, including donor events and programs, sponsorships and grants
- Be informed about grant monies available to the JCC

Community Relations

- Create and maintain relationships with other community organizations, both Jewish and non-Jewish, religious and secular
- Serve as the principal liaison with other community organizations and key constituent groups
- Serve as the point of contact for community and media communications
- Work collaboratively with other community organizations on joint projects and emergency response

Programing

- Continually evaluate JCC program relevance and suggest changes to the Programming Committee
- Monitor and insure financial viability of individual programs
- Oversee and monitor all programs to ensure objectives are met
- Attend and participate in community wide events and programs sponsored by the JCC with the understanding that many will be evening and weekend meetings and/or events
- In partnership with the Programming Committee, introduce and oversee new programs and earned income opportunities that fit our mission

Partner with the Board of Directors

- Promote and represent the JCC in the community
- Co-lead and participate in strategic planning process, representing and involving staff as appropriate
- Review and inform updates of the strategic plan as it serves the JCC's mission
- Work with the President to plan meeting agendas
- Provide reports etc. for Board and Committee meetings as required
- Work with the President to engage and develop new and existing Board members
- Work with the Treasurer to prepare and monitor the annual budget
- Insure adequate insurance coverage for the JCC and its Board
- Attend and participate in Board and committee meetings as requested
- Provide the Board of Directors with adequate information to help it reach sound decisions and establish effective policies
- Implement all policies approved by the Board
- Present the ED's report at monthly Board meetings highlighting organizational and program challenges and accomplishments

Qualifications

- Bachelor's degree or equivalent required
- Proven experience working in a nonprofit organization required; staff supervision and direct Board reporting is a plus
- Knowledge of Jewish traditions, holidays, and observance; involvement in the Jewish community is desired
- Familiarity with the Sonoma County Jewish community; maintain primary residence in the county while in this position
- Working knowledge of nonprofit fiscal management, including accounting and budgeting
- Demonstrated grant writing and fundraising skills
- Strong written and oral communication required; demonstrated ability in public speaking desired
- Computer proficiency in Word, Excel, Outlook required; understanding of QuickBooks is a plus
- Desired skills & experience:
 - Knowledge of relevant employment laws and management best practices
 - Proficiency with commonly-used social media platforms such as Facebook and Instagram
 - Demonstrated ability to recruit, train, motivate and manage volunteers
 - Demonstrated experience in the areas of teambuilding and working
 - Experience in community building

JCC So Co Office Location:

Jewish Community Center Sonoma County
1301 Farmers Lane, Suite C103
Santa Rosa, CA 95405