SUMMARY

The Jewish Federation of St. Joseph Valley presents an exciting opportunity for a passionate executive with strong community building, fundraising and strategic management skills, to lead a vibrant Jewish community. With a Jewish population of 1,800 and a deeply committed volunteer base, the South Bend region offers a wonderful family-friendly, high-tech university community, with strong Jewish infrastructure.

The Federation has the confidence of the community, and is seeking an executive who can build on its strengths and provide the vision and leadership to guide and strengthen the fulfillment of its mission. The Executive Director will oversee and direct all operations of the Federation, including governance, business management, hiring and supervision of personnel, fundraising, programming, community relations, and Israel/overseas relations. The Executive Director will be the recognized professional leader and spokesperson, representing the local community.

S/he will cultivate volunteer leadership by partnering with dedicated and knowledgeable community volunteers, particularly in educating and inspiring the next generation. The Executive Director will work in partnership with the Board, volunteers, 11 full and part-time staff members, and other key community stakeholders to create a supportive, energized environment where new ideas, programs and services can incubate and grow, and where the Federation’s already significant financial resources can be further developed. This position provides a great opportunity for the Executive Director to manage every aspect of the Federation, from fundraising to programming.

ABOUT THE JEWISH FEDERATION AND LOCAL COMMUNITY

The Jewish Federation of St. Joseph Valley is housed in a modern community building that includes a spacious lobby with an art gallery, large community room, offices, a library/Senior Adult Lounge, kitchen, conference room and a multi-purpose room, all situated on a beautiful 27-acre, centrally located wooded campus, complete with a picnic shelter, outdoor athletic facilities, Shoah memorial and butterfly garden.

The Jewish Federation of St. Joseph Valley is the cultural center for Jewish life in north central Indiana and southwest Michigan. The Federation serves the Jewish people – locally, in Israel, and throughout the world – through Jewish Family Services, day camp, coordinated fundraising, community-wide programming, and educational activities.

South Bend, Indiana, located 90 miles east of Chicago, has recently been transformed through innovative high-tech public/private partnerships and is the economic center of the area. St. Joseph County is a stable and thriving region with easy access to the arts, outdoor recreation, and the abundant resources of five colleges and universities. The best known of these, the University of Notre Dame, co-sponsors and hosts the Federation’s well-attended annual
Michiana Jewish Film Festival. There is also the excitement of a vibrant and revitalized downtown with great restaurants and shopping. Greater South Bend/Mishawaka is a wonderful community and an extremely affordable place to live.

There are varied opportunities to live with Jewish values. There are active Reform, Conservative and Orthodox congregations, as well as a Chabad, Orthodox day school, Yeshiva, and kosher grocery store in the community. For more information about the Federation, please access our website at http://www.thejewishfed.org

EXECUTIVE DIRECTOR SUCCESS FACTORS

Inspires Involvement and Commitment

The Executive Director 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.

Builds and Maintains Trusted Relationships with Stakeholders

The Executive Director builds trust and maintains relationships with a range of stakeholders including the Board, synagogues, donors, community leaders and staff. The Executive Director successfully positions and represents the Federation in the community.

Spearheads Fundraising

The Executive Director leads the planning and execution of the Federation’s resource development strategy, both with respect to annual operating campaigns and longer-term endowment and capital campaigns. The Executive Director is personally active year-round in building relationships with major donors, including stewarding and soliciting these major contributors (and new donors).

Ensures Teamwork and Collaboration

The Executive Director identifies and prepares future leaders (volunteer and professional) for positions of increasing responsibility, and ensures volunteers are provided meaningful avenues for participation and engagement.

Demonstrates Business Leadership and Management Skills

A results-oriented professional, the Executive Director will partner with volunteer leadership and professional staff to shape and achieve the organization’s goals and objectives, and communicate progress on an ongoing basis. S/he will be fiscally astute and will be involved in managing the budget and guiding deliberations about Federation finances toward the goal of good fiscal decision-making.

Demonstrates a Passion for and Knowledge of the Jewish World and Israel and Acts in Accordance with Jewish Values

The Executive Director must understand the issues affecting Jewish life locally, nationally and internationally and how to effectively communicate the complexities of the Israel-Diaspora relationship to the Jewish and non-Jewish communities.

Displays Integrity and Credibility in All Actions

The Executive Director will demonstrate openness, accessibility and accountability. S/he will take responsibility for decisions and consequences.
QUALIFICATIONS

The ideal candidate will be:

• A good communicator who listens well, manages time commitments, and projects an outgoing personality to represent the Federation as its spokesperson and community leader

• An outgoing, people-oriented leader by example

• An effective and dynamic fundraiser, with a proven record of success, who can work with existing donors to maintain and deepen their commitment, and can develop a new generation of donors to the Federation

• Passionate and knowledgeable about the Jewish community and the Federation system, with a keen understanding of the Jewish people and the needs and welfare of Jews locally, in Israel, and around the world

• Knowledgeable about fiduciary responsibilities, financial operations of non-profit organizations, and general legal and governance requirements

• A strong leader and a good team player who is able to successfully work with and mentor staff, help them set and achieve goals and objectives, and evaluate results according to professional standards

• A collaborator with strong community relations skills, who can develop and steward relationships with donors, prospects, congregations and the greater community served by the Federation

• A strategic thinker and planner with the organizational expertise and vision to successfully develop and implement the Federation’s long-term goals

• Able to effectively oversee the management and maintenance of a complex facility and organization including Jewish Family Services and the Federation’s summer day camp

• Experienced, with a minimum of 7 years in for-profit or non-profit leadership position(s), with a demonstrated track record of success

Bachelor’s degree minimum, Masters or equivalent preferred

A competitive compensation package is available for the successful candidate.

Interested individuals should submit a cover letter and resume to directorjob@thejewishfed.org.