

JOB ANNOUNCEMENT – PRESIDENT AND CEO

JVS Human Services is currently conducting a search to fill the leadership role of President and CEO, located in Southfield, Michigan.

Founded in Detroit in 1941, JVS Human Services adapts its services to meet the changing needs of our community by helping Metro Detroiters and their families maximize their potential by providing counseling training, and supportive services for people with disabilities, job seekers, seniors, and others in need. Our approach is rooted in Jewish values and the steadfast belief that the best way to help people is to make it possible for them to help themselves.

QUALIFICATIONS

- Graduate degree in Guidance and Counseling, Psychology, Social Work, Vocational Rehabilitation, Mental Health/Behavioral Health, Business or Public Administration or related field required.
- Ten years of progressively more responsible administrative experience and proven track record of effectively leading and managing a workforce of JVS' size at programmatic, administrative and front-line levels; an empowering, team building management style that motivates staff to carry out their roles in a fast-paced culture.
- Demonstrated ability to identify new solutions and avenues that solve problems and/or create new directions, with the ability to persuade staff and Board in a positive/engaging manner that builds trust and respect.
- Impeccable ethics and integrity.
- Proven track record in development and fund raising.
- Strong experience in community and program development, management of personnel, resource development, fund-raising, strategic planning, and fiscal/business policies.
- Knowledge of CARF accreditation standards.
- Strong interpersonal skills to communicate effectively with Board of Trustees, employees and funding sources, as well as the general community.
- Strong writing skills to prepare required reports, proposals, letters and other written materials.
- Ability to work flexible hours including evenings, weekends and early mornings.
- Work assignments will involve travel throughout the metropolitan area as well as the United States.

ESSENTIAL DUTIES

Board Administration, Development and Support

- Lead JVS in a manner that supports and guides the organization's mission and strategic plan as defined by the Board of Trustees. Work collaboratively with the Board in executing the mission and vision of the Agency.
- Communicate effectively with the Board and Committees and provide all information necessary for the Board to function properly and to make informed decisions. Develop and implement strategic planning initiatives, address growth and risks facing the Agency and educate board on what future issues may be.
- Work with Board of Trustees and select committee leadership to recruit, train and maintain a strong, balanced Board of Trustees.
- Attend Board and major committee meetings and present and help interpret operating reports, financial information; recommend changes in programs, policies, budgets and strategic and operating plans; advise the Board of industry trends and changes relative to the programs of the Agency.
- Serve as the primary staff person for the Board of Trustees and Executive Committee

Financial and Risk Management

- Recommend yearly budget for Board approval and manage organization's resources within those budget guidelines according to current laws and regulations.
- Oversee the Agency's financial management, including utilizing an analytical approach to budgets, program evaluation, reporting, and determining short and long-term financial goals.
- Develop and ensure the compliance of Standard Operating Procedures that coordinate Agency operations with regulations of government, accrediting and funding sources and Board policy.

Agency Fundraising and Development

- Oversee fundraising planning and implementation, including setting goals in conjunction with the Chair, Board of Trustees, Executive and Sustainability Committees of the Board and Chief Development Officer. Create a comprehensive development strategy, including donor cultivation, stewardship and events to ensure growth and stability of the Agency.
- Personally maintain portfolio of high level and/or high profile donors.

Human Resources and Operations Management

- Ensure that sound human resource practices are in place, including but not limited to appropriate human resource policies and procedures, formal job descriptions, regular performance evaluations, sound recruitment strategies, career development and termination procedures.
- Create and develop an effective management team, with appropriate provisions and plans for succession.
- Maintain an environment which attracts, retains, empowers and motivates a diverse team.
- Oversee the design, creation, promotion delivery and quality of new and existing programs and services. Ensure organizational stability by promoting an environment that assures a quality service.

Advocacy, Public and Community Relations and Marketing

- Assure the organization and its mission, programs and services are consistently presented in a strong and positive image.
- Establish and maintain contacts with key individuals in both the private and public sectors for purposes of promoting the Agency, Executive Team and JVS Management.
- Connect with legislators and other stakeholders in a manner that is conducive to gaining outcomes that promote the Agency's mission and goals.
- Oversee the creation of marketing strategies that elevate the JVS brand, raise visibility and increase brand awareness.

EXEMPT STATUS

This position is exempt from the overtime pay provisions of the Federal Fair Labor Standards Act.

JVS Human Services is an Equal Employment Opportunity Employer that engages in affirmative action to employ minority, female, protected veteran status and individuals with disabilities. JVS is a community supported, nonprofit vocational counseling, job placement and vocational rehabilitation agency operating under the auspices of the Jewish Federation of Metropolitan Detroit and United Way. Rehabilitation services are accredited by CARF. JVS is a Drug-free Workplace.

Qualified candidates should submit their resume for consideration to:

Jane Brumer-Cullen
Vice President, Human Resources
JVS Human Services
29699 Southfield Rd.
Southfield, MI 48076
jcullen@jvshumanservices.org