

JEWISH FEDERATION OF SAN ANTONIO
Interim President and Chief Executive Officer (CEO)

Location: San Antonio, Texas

Anticipated Start Date: November 1, 2024

Anticipated End Date: June 30, 2025

Position Overview:

The Interim President and CEO of the Jewish Federation of San Antonio will serve as the top executive responsible for leading and managing the organization in its mission to enhance Jewish life locally, nationally, and globally. Due to the interim nature of this position, and subject to the position conditions and expectations noted below, the Interim CEO will provide visionary leadership, strategic direction, and operational oversight, ensuring the sustainability and growth of the Federation's programs, services, and fundraising initiatives. The Interim CEO will work closely with the Board of Directors, community leaders, partner organizations, donors, and other stakeholders to fulfill the Federation's mission. *The position will require a combination of on-site and remote work.*

Because this position is limited in its tenure (approximately 7-8 months) the Interim President and CEO will be expected to:

- A. Ensure that the current and ongoing policies and directives of the Board of Directors of the Federation are carried out in a timely and effective manner;
- B. Provide overall supervision to the existing staff of the Federation and maintain staff morale, equilibrium, and a commitment to service excellence during the period in which they shall serve as Interim President/CEO;
- C. Provide direct supervision to members of the Senior Staff who customarily report to the President/CEO;
- D. Work cooperatively with the Federation's CFO to ensure that financial operations are appropriately maintained and that fiduciary obligations of the Federation are in compliance with all federal, state and local laws and regulations as well as preparing for the Federation's annual independent audit of its financial statements for the 2024 fiscal year;
- E. Provide staff and other logistical support to the Federation Board of Directors and Executive Committee as well as other committees customarily staffed by the President/CEO;
- F. In consultation with key leadership of The Federation and when authorized to do by the Board Chair or his designee, serve as the official spokesperson of the Federation to the Jewish and wider communities;
- G. Maintain key relationships and meet with, as may be necessary, local Jewish agencies, local and state government bodies and other civic organizations with whom the Federation maintains relationships;
- H. Serve as the key professional liaison with Jewish Federations of North America (JFNA) and other national and international Jewish organizations with which the Federation maintains ongoing partnerships and financial relationships;
- I. Participate in JFNA activities associated with the Intermediate Cities affinity group.

Ongoing Key Responsibilities and Position Expectations:

Operational Management:

- Oversee all aspects of the Federation's operations, including financial management, program development, and administrative functions.
- Ensure fiscal responsibility and transparency in budgeting, financial reporting, and resource allocation.
- Lead, mentor, and maintain a high-performing executive team and staff

Board Governance:

- Partner with the Board of Directors to fulfill the organization's mission.
- Ensure effective communication between the board and staff, providing regular updates on organizational progress and challenges.

Fundraising and Resource Development:

- Drive the Federation's fundraising efforts, including major gifts, annual campaigns, endowments, and planned giving.
- Cultivate, maintain and enhance relationships with key donors, foundations, and corporate partners.
- Innovate and expand revenue streams to support the Federation's programs and initiatives.

Strategic Leadership:

- Maintain the strategic vision aligned with the Federation's mission, values, and goals.
- Collaborate with the Board of Directors to establish and maintain long-term objectives and priorities.
- Oversee and facilitate organizational planning, ensuring that the Federation remains responsive to the evolving needs of the Jewish community.

Community Engagement and Relations:

- Serve as the primary spokesperson and advocate for the Jewish Federation, representing the organization in the community and beyond.
- Maintain strong relationships with local synagogues, Jewish organizations, and other community partners.
- Ensure that the Federation remains an inclusive and central hub for Jewish life, addressing the diverse needs of the community.

Advocacy and Public Policy:

- Represent the Jewish Federation's interests in local, state, and national advocacy efforts.
- Collaborate with other Jewish Federations and Jewish advocacy groups on public policy issues affecting the Jewish community.

Qualifications:

Education:

- Bachelor's degree required; advanced degree in nonprofit management, business administration, Jewish studies, or a related field is preferred.

Experience:

- Minimum of seven years of senior leadership experience in nonprofit management, preferably within a Jewish communal organization.
- Proven track record of successful fundraising and resource development.
- Experience in strategic planning, organizational development, and community relations.
- Experience working within an "integrated" Federation environment is preferred. (A Federation which includes the financial management, administration and governance of two or more local Jewish agencies.)

Skills and Competencies:

- Deep understanding of Jewish culture, traditions, and values, with a strong commitment to Jewish communal life.
- Exceptional leadership, interpersonal, and communication skills. Fluency in Hebrew, while not a job requirement, will enhance communications with the Federation's Israeli partners.
- Ability to inspire and mobilize a diverse range of stakeholders.
- Strong financial acumen, with experience in budgeting, financial management, and reporting including familiarity with the Federation's donor management system.
- Capacity for innovative thinking and problem-solving in a complex, dynamic environment.

Personal Characteristics:

- Passionate about Jewish communal life and the Federation's mission.
- High level of integrity, accountability, and ethical standards.
- Culturally sensitive and inclusive, with a commitment to diversity within the Jewish community.

Compensation:

- Salary range: \$175,000 to \$195,000 annual plus benefits (based on eligibility) housing and travel allowance.

Application Process:

- Interested candidates should submit a resume and cover letter detailing their qualifications and experience to Mark S. Freedman, Ad-Hoc Transition Committee Consultant, via email to: markfreedman51@gmail.com.

Applications will be accepted until September 3, 2024.

The Jewish Federation of San Antonio is an equal opportunity employer.