

Jewish Social Services of Madison
Executive Director
Position Available

Jewish Social Services of Madison, Wisconsin provides a wide-range of social services to the Madison area and its surrounding communities. Rooted in Jewish tradition, our services are non-sectarian serving people of all ages, backgrounds and lifestyles. We are seeking an Executive Director to provide vision, energy and guidance for our future while building on our 30 years of service to the community.

The person we seek will combine strong fiscal management, fundraising and organizational leadership skills, with knowledge and experience of our clients' strengths and the challenges they face. The Executive Director works closely with five professional staff and a committed Board of Directors. Key responsibilities include:

Financial Management

- To manage and implement the accounting, budgeting and reporting functions of the agency.
- To work with the Board in development of fiscal policies and procedures and to prepare agency budgets for Board approval.

Program Management

- To be responsible for the overall planning, implementation, operation, and evaluation of agency programs and services.
- To provide program and service data and information to the Board of Directors and work closely with the Board in evaluating current programs and development of new programs and initiatives.

Fund Raising, Development and Grant Writing

- To manage and implement existing agency fund raising and development efforts and bring vision and energy to new fund raising and development opportunities.
- To seek out new sources of funding through identification of potential resources and preparation of grants to access those resources.

Personnel Management and Case Work/Staff Supervision

- To hire and assign staff, conduct staff performance appraisals, provide staff development/continuing education plans and consult with the Board about staff salary increases and other personnel issues.
- To supervise professional staff in their case work and other professional responsibilities.

Qualifications:

A graduate degree in social work from a program accredited by the Council on Social Work Education. A graduate degree in a related field will be considered. The candidate must have significant organizational leadership and management experience and familiarity with Jewish practice/culture/traditions.

Application Deadline: November 1, 2009

Please send your resume with reference names and contact information to Jewish Social Services, 6434 Enterprise Lane., Madison, WI 53719, Attention: Mel Morgenbesser, Chair Search Committee, or email it to mmorgenb@wisc.edu. Additional agency information is available at www.jssmadison.org.