

Executive Director Job Posting - Jewish Residential Services

Jewish Residential Services (JRS) is seeking an Executive Director to carry out its mission of providing services to adults with psychiatric, intellectual, behavioral, and developmental disabilities. Located in Pittsburgh, Pennsylvania, JRS programs include (i) The Sally and Howard Levin Clubhouse, a psychiatric rehabilitation day program supporting adults with mental illness; (ii) Residential Services, including Supportive Living, which provides a range of individualized support to adults in the community, as well as congregate but independent housing programs for qualified adults with intellectual disabilities; (iii) a Young Adults in Transition program. JRS integrates its participants into their communities by providing skill-building, support, programming and other planned activities. For additional information regarding JRS' mission, please visit the website at <http://jrspgh.org>.

The Executive Director is responsible for playing a key role in the establishment and implementation of the strategic goals of the organization, along with the overall leadership, management and performance of the organization. Additionally, the Executive Director is responsible for collaborating with office and program staff, participants, volunteers, including the Board of Directors, and other community stakeholders to develop, build, and deliver outstanding programming and support.

Position Responsibilities Include:

- Management of the day to day operations of the organization, including facilities and staff management;
- Oversight of the organization's financial position and management of its finances, in collaboration with the CFO;
- Creation, implementation, and oversight of the budget, in conjunction with the Board of Directors, program directors, and CFO;
- Development and implementation of the organization's fundraising activities, in conjunction with the Board of Directors and outside consultants;
- Support for, and nurturing of, existing and future partnerships throughout the community;
- Raising the visibility of the organization throughout the community and championing on behalf of individuals with disabilities;

- Development of new programs to support JRS participants, consistent with the organization's values and mission, while supporting and expanding currently successful programs;
- Oversight of the development of policies and procedures relating to the services provided by the organization;
- Development and implementation of a strategic plan, in conjunction with the Board of Directors;
- Maintenance of requisite licenses, certifications and reporting requirements.

Successful Candidates will have:

- Excellent leadership, management, communication, and interpersonal skills with the proven ability to foster a collaborative and caring work environment;
- Enthusiasm for the mission of the organization;
- Energy, tenacity, an entrepreneurial spirit, willingness to experiment, flexibility and creativity;
- A proven record as a strong, thoughtful, collaborative and supportive leader;
- The clear and proven ability to build strong relationships with stakeholders;
- Experience with fiscal stewardship, including managing revenues and expenses, forecasting, and budgeting;
- Experience with fundraising; a record of meeting fundraising/development goals is a plus;
- Minimum of a Bachelor's Degree from an accredited four-year college or university;
- Understanding of Jewish culture, values and traditions, and the willingness to cultivate and aid in Jewish experiences;
- Experience with governmental and non-governmental funding and credentialing agencies is a plus;
- Experience in mental or developmental health fields is a plus.

Salary offered will be competitive and commensurate with experience. An outstanding benefits package is included. To apply for this position, submit, by email, a resume and cover letter to Edsearch@jrspgh.org by June 29, 2018.