

Chief Executive Officer

The Jewish Community Foundation of Greater Hartford

Greater Hartford, CT

Salary: \$220,000 - \$240,000

BACKGROUND

The Organization

The Jewish Community Foundation strengthens Greater Hartford's Jewish community by building a permanent pool of charitable dollars provided by generous donors who share our vision of a strong, resilient, creative and joyous community for generations to come. Guided by Jewish values, we assist donors in structuring charitable gifts, building legacies, facilitating personalized philanthropy, helping our partners establish a culture of endowment giving, and distributing community grants to a broad range of programs and institutions.

For more information about the Jewish Community Foundation of Greater Hartford, go to <https://www.jcfhartford.org/>.

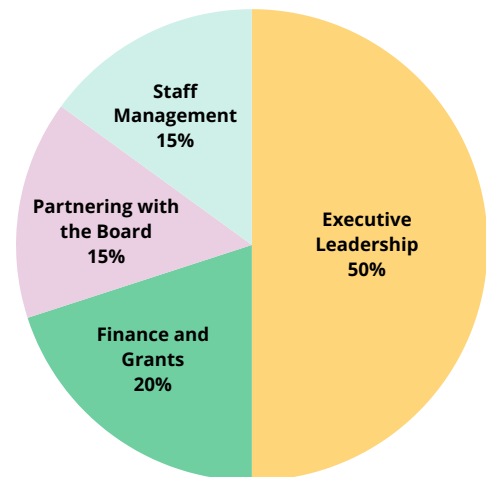
The Position

The CEO will serve as a high integrity leader who will provide vision and leadership for an institution that is well positioned for continued growth and impact. This individual will be a strong presence in the community and will lead a foundation committed to strong fiscal accountability, the promotion of charitable donor aspirations, philanthropic innovation, high standards of excellence, data driven decision making, nonprofit capacity building, and the support of the changing needs of the 21st century Jewish community.

ROLE OVERVIEW

Executive Leadership

- Convey and position the future direction of the Foundation; be a thought leader and inspire the greater Jewish Hartford community.
- Act as a resource in donor cultivation, gift closure, and stewardship.
- Raise the visibility of JCF and continue to build and strengthen community partnerships.



Financial Acumen and Administration

- Oversee and supervise CFO's review of monthly, quarterly and on-demand reports and their formatting to assure proper communication and education.
- Supervise the preparation of the annual report and any other documents to be released to the public and donors.
- Review preparation of statistics and reports and assure prompt response to requests from Board, donors and other organizations.
- In collaboration with the CFO, support the Board of Trustees' Investment Committee in overseeing the management of the Foundation's endowment.
- In collaboration with the CFO, oversee the Foundation's budget.

Staff & Board Management

- Manage the Foundation’s staff on a day-to-day basis; hire, supervise, prepare and give performance evaluations; approve staff salary increases and negotiate employee benefits for Board approval.
- Maintain and improve the organizational culture; ensure it is a “best place to work”!
- Work with JCF Board and their lay leaders to ensure and integrate their respective development goals which serve to formulate the Foundation’s overall goals.
- Keep the Board apprised of progress toward projected goals and provide updates on new strategies; maintain quarterly written progress reports.

Position Priorities

- Partner with staff, agencies and board to maintain the current success of the foundation and create and execute a strategic plan for future growth and innovation.
- Be a community spokesperson; get the word out and be willing to speak with anyone.
- Continue to maintain the strong relationship of the Federation/Foundation and present a united front.
- Create a positive and healthy work environment and a team feel, creating an element of trust and support; be an advocate for the staff.
- Get to know donor families and understand what’s important to them.
- Grow existing funds and open new funds.
- Re-engage and create relationships with professional services professionals (i.e. financial advisors) and other important partners in philanthropy.

Key Facts		
JCF Assets	# of Funds and Grants	# of Staff
\$170M	1400 and \$5M in grants	6 direct reports, 11 staff

THE IDEAL CANDIDATE

The ideal candidate for the CEO position possesses the following competencies:

Drives Vision and Purpose	Strategic Mindset	Instills Trust
Paints a compelling picture of a vision and strategy that motivates others to action.	Seeing ahead to future possibilities and translating them into breakthrough strategies.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.
Communicates Effectively	Plans & Aligns	Situational Adaptability
Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Planning and prioritizing work to meet commitments aligned with organizational goals.	Adapting approach and demeanor in real time to match the shifting demands of different situations.

Additional Qualifications and Characteristics

- Charismatic, inspirational, empathetic, authentic leader with a strong moral compass
- Strategic thinker with broad leadership and vision
- Believes in the mission of long-term philanthropy, endowment, and planned giving
- Knows how to build deep relationships in order to connect with current donors and cultivate new donors; knows how to steward and make a case for giving
- Engage and connect with a diverse Jewish community (beliefs, age, participation, etc.)
- Deep knowledge of outreach and engagement (donors and organizations to fund)
- Connect effectively through verbal and written communication
- Proven experience in finances, recognizing there will always be exceptions and nuance
- Understands the weight of what it means to be a fiduciary for people's money

WHO WE ARE

Current Work Environment

JCF of Greater Hartford has a hybrid work environment where all staff work onsite at least three days a week and from home up to two days a week.

Staff Values

- Collaboration (Shituf P'ulah) – We partner as a team to solve problems and to celebrate achievements.
- Accountability (Areivut) – We are responsible to each other and for one another.
- Respect (Derekh Eretz) – We act with integrity and treat everyone the way we would want to be treated.
- Self-Reflection (Cheshbon Nefesh) – We are open to constructive feedback and always willing to learn.

Our Commitment to Diversity, Equity, & Inclusion

JCF of Greater Hartford is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

The Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

COMPENSATION AND BENEFITS

Salary

\$220,000 - \$240,000

- Medical insurance is offered through ConnectiCare. The Foundation covers between 80% (individual) and 74% (family) of the monthly cost of medical insurance for its employees. The Foundation also contributes towards a Health Savings Account for employees who choose the high deductible medical plan. Dental and vision insurance are also offered.
- Exempt employees are entitled to twenty (20) vacation days and three (3) discretionary days (both of which need to be used by August 31st), and seven (7) sick days that can be carried forward up to 30 days. The office is closed for eight (8) nationally designated holidays and thirteen (13) religious holidays.
- The Foundation provides short- and long-term disability insurance to its employees at no charge, as well as life insurance equal to two times salary to a maximum of \$200,000.
- The Foundation has adopted the Jewish Federation of Greater Hartford's 403(b) Defined Contribution Plan. Employer matching contributions are made annually, ranging from 1% to 4%, based on years of service.
- The Foundation encourages its employees to utilize a generous professional development budget.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of June.

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[Submit an application](#)