



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic self-sufficiency and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor services for the complex needs of the individuals who come through our doors.

Our organization is rooted in a rich history of Jewish values. Our services are not limited to those in the Jewish community, but are available to individuals of all races, ethnicities, and religions and from all economic circumstances. Our dedicated and talented staff reflects the diverse communities we serve.

Position Opening:

CHIEF PROGRAM OFFICER

Reporting directly to the Chief Executive Officer (CEO), the Chief Program Officer (CPO) is responsible for leading a comprehensive array of services and programs. The CPO will have overall strategic and operational responsibility for Jewish Family Services' programs and will manage a group of program directors. The CPO will help lead the agency's strategic planning process and will implement new programmatic strategic initiatives. The CPO will coordinate Jewish Family Services' program management team; serve as a liaison to community partners, donors and funders; and keep the Board of Directors informed of programmatic strategies and challenges. The CPO will also manage the service contracts and grants.

DESIRED QUALIFICATIONS

- Bachelors' degree
- Seven+ years of experience in senior program management
- Demonstrated
 - Expertise in workforce development, clinical services and/or senior services
 - Excellence in organizational management
 - Ability to coach a senior-level staff to manage high-performing teams and develop and implement program strategies
 - Experience in program budgeting and fiscal management, program development and proposal writing
 - Track record of effective leadership in a direct service organization with a complex array of programs, including excellent project management skills and ability to leverage strengths across program areas
 - Analytical and decision-making skills, with the ability to prioritize and communicate key objectives and tactics necessary to achieve organizational goals
 - Experience leading organizational transformation
 - Experience managing human resource functions including personnel, compensation and recruiting

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- Ability to use data effectively to drive program evaluation and excellence
- Fundraising experience with an ability to engage a diverse group of stakeholders
- Excellence in written and verbal communication
- Familiarity with Jewish community leadership, resources and values
- Personal characteristics
 - Self-directed, action-oriented, innovative and flexible
 - Passionate, humble and mission-driven, with a positive attitude and the highest integrity
 - Collaborative team-builder

FUNCTIONS

General

- Partner with the CEO, Chief Financial Officer, Director of Resource Development and other members of the administrative leadership team
- Cultivate existing and develop new relationships with public and private funders; lead grant-oriented resource development and initiatives focused on alternative revenue streams

Program Leadership

- Provide effective and inspiring leadership through involvement in programs and services, developing a broad and deep knowledge of all programs
- Identify opportunities for Jewish Family Services to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges
- Ensure that Jewish Family Services complies with requirements for federal, state, and local funding, regulations, certifications and licensing

Staff Development

- Develop staff capacity to deliver integrated services
- Lead, coach, develop and retain Jewish Family Services' high-performing program management team with an emphasis on developing capacity in strategic analysis, program planning, budgeting and resource development
- Develop and implement training programs and retreats to expand staff capacity

Fiscal Responsibility

- Ensure the continued financial viability of Jewish Family Services' operational units through sound fiscal management

External Relationship Development

- Manage and cultivate relationships with funders to secure and expand revenue streams
- Manage and cultivate relationships with community partners, to expand program opportunities and leverage agency resources and capacity

Strategic Planning & Implementation

- Provide programmatic leadership and input for strategic planning processes, in partnership with CEO and staff



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- Develop and implement a system for tracking and reporting progress on program effectiveness and achievement of agency strategy

To apply for this position, please email cover letter and resume to [hiring@jpscolumbus.org](mailto: hiring@jpscolumbus.org), attention: Karen Mozenter.

We believe

that we should treat ourselves and each other with dignity and respect.

We believe

that all people, no matter how different, are connected.

We believe

that people should feel safe in their homes and community.

We believe

that we have a communal responsibility to stand up for each other,
especially for those among us who are vulnerable.

We believe

that we should speak honestly, straightforwardly and respectfully.

We believe

that we should respect and accept our neighbors as ourselves.