

## **JCRB|AJC Kansas City Executive Director Job Description**

The Executive Director has overall responsibility for the entire portfolio of JCRB|AJC KC and supervises the work of all employees (currently 5 FTEs, including Executive Director). The ED reports to the Board of Directors and, in conjunction with staff and the Board, and in accord with Board policies, works to vision, plan, and implement the goals and projects of the Organization.

This position requires in person office attendance and in person attendance at community events, with the ability to work remotely on occasion as appropriate and consistent with job responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. Strategic Leadership:**

- \*Develop and implement the Agency's strategic vision and goals, ensuring alignment with the Agency's mission and values as defined and measured by the Board and Board policies.

- \* Lead all activities of the Agency and help direct the agenda and action plan to implement the Agency's goals

- \*Provide leadership and direction to staff, Board, and volunteers, fostering a collaborative and inclusive work environment.

- \*Represent the Agency, along with staff, Board, and volunteers, in building bridges across communities, including working with and coordinating efforts of a wide variety of constituents, community, and business leaders, sometimes with different interests, goals, or perspectives

#### **2. Community Engagement:**

- \*Serve as the primary spokesperson and advocate for the Agency, representing its interests within the Jewish community and broader civic landscape.

- \*Build and maintain relationships with community leaders, elected officials, and various stakeholders to advance the Agency's mission.

- \*Nurture interfaith and interethnic relationships within the community on both a local and regional basis through collaborative initiatives with strategically selected organizations.

- \*Work collaboratively with AJC to advance AJC's global advocacy agenda at the state and local level.

- \*Work collaboratively with other organizations in the local and regional Jewish community including the Jewish Federation of Greater Kansas City (JFED), consulting with professional and lay leaders of those agencies as appropriate.

- \*Serve as representative of the Agency throughout the local and regional area with both Jewish and non-Jewish communities (including with organizations which represent the interests of individuals of different racial, religious, and national origin backgrounds).

#### **3. Program Development:**

- \*Lead efforts to ensure that Agency's programs appeal to diverse sectors of the Jewish community, in line with the goals and mission of the Organization.

- \*Ensure that JCRB|AJC KC programming aligns with AJC National programming goals

\*Ensure that programs reflect diversity, equity, and inclusion principles both within and outside of the Greater Kansas City community.

#### **4. Fundraising and Financial Management:**

\*In connection with Director of Development, strategize and implement a comprehensive fundraising strategy to secure financial support through grants, donations, and partnerships.

\*Facilitate interaction with key individual and corporate funders, as well as assisting with development of new donors and funding sources.

\*Oversee the agency's budget, ensuring fiscal responsibility and sustainability while monitoring financial performance.

#### **5. Advocacy and Public Policy:**

\*Lead advocacy efforts on key issues affecting the Jewish community, collaborating with community partners and AJC initiatives.

\*Oversee staff responsible for monitoring legislation and public policy developments, providing analysis and recommendations to Board and staff.

#### **6. Organizational Development:**

\*Support the recruitment, training, and professional development of staff and volunteers.

\*Foster a positive organizational culture that encourages innovation, accountability, and excellence.

#### **7. Communication and Outreach:**

\*Oversee communication strategies, including public relations, marketing, and social media outreach to enhance the agency's visibility.

\*Prepare reports, presentations, and materials for Board and a wide variety of external stakeholders.

#### **8. Evaluation and Reporting:**

\*Assess program effectiveness and community impact, using both data-driven and subjective approaches to inform decision-making and improve services.

\*Report to the Board on strategic progress, financial health, and program outcomes regularly.

#### **REQUIRED SKILLS, ABILITIES, CHARACTERISTICS:**

- Excellent oral and written communications skills
- Excellent listening skills
- Ability to manage and motivate staff and volunteers to achieve the goals and promote the mission of JCRB|AJC KC
- Ability to relate to people of different faiths, backgrounds, and philosophies, including in situations where interests may differ in order to foster relationship-building and consensus

- Strong commitment to civil rights, justice, Israel, and the Jewish people
- Understanding of Jewish community life in Kansas City and beyond
- Knowledge of Jewish traditions, values, and history
- Ability to multitask and manage time, sometimes with short deadlines or need to respond to emerging issues or situations
- Ability to function efficiently under conditions which are sometimes stressful
- Ability to develop on-going relationships with elected officials and their staffs
- Ability to interact professionally with a wide variety of civic and community leaders

**PREFERRED EDUCATION AND WORK EXPERIENCE:**

\*College Degree, with graduate degree preferred

\*at least 3 years of progressive leadership experience, including managing teams, strategic planning, and operational oversight (experience in not-for-profit segment or Jewish communal organizations a plus)

\*Experience in budgeting, financial reporting, and resource allocation to ensure continued financial health of organization

\*History of collaborative work with not-for-profit Board of Directors

\*Proven track record in building relationships within the community, including collaboration with other not-for-profits, business, and government entities.

\*Sensitivity to, and understanding of, the diversity within the Jewish community, including different denominations and traditions.

**ESSENTIAL FUNCTIONS:**

1. Ability to perform manual duties including occasional lifting and carrying; operate office equipment which may require stooping, kneeling, bending, stretching
2. Ability to sit and stand for prolonged periods of time
3. Ability to communicate effectively both orally and in writing
4. Ability to travel to meeting sites by motor vehicle when required; occasional air travel may be required
5. Ability to withstand stressful situations
6. Ability to multitask

This is a full-time, exempt position with a competitive salary and benefit package. Salary within a range of \$105,000 to \$125,000, depending upon experience. Benefits include health, dental, life insurance and 401K (with match), as well as PTO, Jewish holidays, early close on Shabbat.

*JCRB/AJC is an equal opportunity employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, military or veteran status, or any other status protected by local, state or federal law.*

This job description is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.

