



MET COUNCIL

The Largest Jewish Communal Social Safety Net in America

Job Title:	Executive Director of the Shorefront JCC	Employee Name:	TBD
Department:	Shorefront JCC	FLSA Status:	Exempt
Reports To (Title):	Board of Directors Shorefront/CEO Met Council	Position Type (FT/PT):	FT
Location:	Shorefront JCC	Prepared By:	Elise Slobodin/ Linda Freitag
Prepared Date:	9/23/20	Last Updated Date:	4/02/21

Hours Per Week: 40

Shorefront Jewish Community Council (SJCC) provides support to help meet the human and social services needs of the indigent elderly, vocationally disadvantaged poor, impoverished youth and immigrant populations of Brighton Beach and Manhattan Beach, and surrounding communities. Currently, SJCC's main services consist of case assistance/management, operating a large food pantry, and immigration services, and a large portion of its clients are Russian-speaking older adults, including a large number of Holocaust survivors. SJCC also assists in coordinating development, civic affairs and economic revitalization in the area. SJCC additionally fosters neighborhood stabilization in order to serve the needs of the community at large.

Position Summary: To be the professional staff leader of the Shorefront Jewish Community Council. Manages the day to day operations, supervises staff, implements vision and policy of the board, secures grant funds, and engages government officials, funders, stakeholders and community leaders in supporting the council. Develops the operating budget through grant procurement and fundraising.

Principal Responsibilities:

- Plans and develops all of SJCC's programs and procedures
- Prepares proposals and develops agency budget
- Identifies community programmatic needs and determines how Council can respond
- Supervises 7 to 9 JCC staff to insure program goals/deliverables and standards of practice are met and adherence to personnel policies and procedures
- Oversees and monitors compliance of contracts and grants; assures meeting of deliverables and adherence to required standards and procedures



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- Responds to request for proposals and grant opportunities
- Liaises with government officials and prepares requests for funding
- Fundraises from individuals and corporations
- Directs public relations in promoting agency through dissemination of press releases, announcements and advertisements in local media, email blasts, and social media platforms
- Creates promotional materials for funders elected officials and other stakeholders
- Convenes and organizes Board of Directors meeting and provides all relevant information to board to ensure proper oversight
- Maintains proper records; ensures timely submission of reports as required by board of directors and funders
- Provides general office management; oversees ordering and purchasing of supplies, services and equipment in accordance with all relevant procurement procedures; assures proper maintenance of physical plant

Competencies:

- High energy Individual with the ability to manage diverse partnerships, and understand the populations and human service needs of the Brighton Beach community
- Able to set tactical and strategic direction for Council
- Excellent fundraising and relationship-building skills
- Excellent communication skills, both written and verbal
- Must be skillful at thinking at both macro and micro levels
- Must be comfortable working with wide range of stake holders
- Must be able to manage wide range of staff members
- Must be able to manage multiple tasks in a fast-paced environment
- Exceptional organizational skills
- Must be able to think sequentially and understand impact of data

Skill and Education:

- Bachelors or Master's Degree in Public Policy, Non-profit Administration, Social Work,



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Management, or related field; Master's Degree preferred	
<ul style="list-style-type: none">• 5+ years experience in non-profit, Jewish communal service and/or government• Experience on Word, Excel and Power Point	
Reviewed By:	Linda Freitag
Approved By:	Board of Directors

To apply, visit the Met Council website: <http://metcouncil.hrmdirect.com/employment/job-openings.php?search=true>