



Dallas Jewish Community Foundation President & Chief Executive Officer

Dallas, TX



Background

The Dallas-Fort Worth metroplex is one of the largest and fastest growing areas in the country. It is home to major corporations, private and public universities, a wide range of cultural venues, and a dynamic, but comfortable lifestyle. The Dallas Jewish community is estimated to have more than 70,000 residents. It has more than 20 synagogues, 5 day schools, and a rich offering of educational opportunities for Jewish youth and adults. In addition to the Dallas Jewish Community Foundation (DJCF), Dallas is served by the Jewish Federation of Greater Dallas, Jewish Community Center, Jewish Family Service, Legacy Senior Communities, and dozens of other Jewish agencies and organizations.

Originally established in 1973 as the endowment arm of the Jewish Federation of Greater Dallas, the DJCF subsequently became an independent, publicly supported charity. The DJCF currently has approximately \$300 million in assets under management, including donor advised and endowment funds, supporting foundations, and custodial funds; and more than \$275 million in legacy expectancies. The DJCF staff currently consists of 11 development, donor services, financial, program, and administrative personnel.

For more information regarding the DJCF, see www.djcf.org.

Position Summary

The President and Chief Executive Officer (CEO) is primarily responsible for the overall management of the DJCF and its staff, donor/client/asset development and stewardship, lay leadership/community relationships, and the execution of the DJCF's strategic plan. The CEO reports to the DJCF Board of Trustees.

Responsibilities

Donor/Client/Asset Development and Stewardship

- Lead development efforts to increase DJCF assets that will support the community's current and future needs, including developing relationships with and facilitating the philanthropy of new donors/clients that will result in the establishment of donor advised, endowment, and custodial funds; cultivating relationships with current donors/clients to assist them in expanding their philanthropic assets at the DJCF; and establishing strategic and measurable goals regarding asset development.
- Advise and assist donors/clients and their professional advisors in making current and planned gifts and in establishing new funds.

- Maximize service to and communication with donors/clients to carry out their philanthropic goals while also educating and developing relationships with future generations of donor families.
- Educate the lay and professional leadership of the local agencies, synagogues, and organizations regarding the importance of donor advised funds and endowments/planned giving, and the benefits to such institutions from working collaboratively with the DJCF to increase these assets.
- Promote the DJCF personally through visibility at Jewish community events and production of effective marketing materials regarding the DJCF and its services distributed to current and prospective donors/clients, professional advisors, and other community members.
- Keep well-informed about developments in the field of planned giving, and address issues presented by the DJCF's work with current and prospective donors/clients.

Management and Administration

- Manage all DJCF operations, including information technology systems, fund distributions, investments, events, and record retention, to serve donor/client needs, while ensuring that DJCF's policies and operations are within the requirements of law and fiduciary duty.
- Recruit, hire, mentor, supervise, delegate to, evaluate, and promote the growth of a skilled and highly motivated staff, including 2 direct reports.
- Develop and implement the DJCF's annual budget, in collaboration with DJCF staff and the finance committee.
- Drive the execution of DJCF's strategic plan by implementing needed structure and resources, and by developing and holding the team accountable for key performance metrics.

Lay Leadership/Community Relationships

- Work in a collaborative relationship with DJCF lay leaders to carry out the responsibilities above.
- Provide staff and support for the DJCF Board of Trustees and the various DJCF committees to obtain lay input and increase participation in decision making and in technical matters while creating informed and dedicated advocates.
- Cultivate a lay leadership that will be motivated and empowered to implement the DJCF's goals and further the DJCF's mission.
- Work in a collaborative fashion with professional and lay leaders of Jewish communal organizations/synagogues and other stakeholders to further the DJCF's mission.

Qualifications

- Exceptional interpersonal and oral/written communication skills and ability to interact comfortably with and make presentations to a wide range of constituents.
- Significant professional experience as an executive responsible for revenue development, preferably including planned giving, including a demonstrated record of successful personal/individual revenue development.
- Demonstrated record of strong management, leadership, and team building skills.
- Functional knowledge of planned giving and related tax and legal issues, foundations, investments, accounting, and finance.
- Understanding of the complexity of the volunteer/professional relationship and success managing these relationships in an effective and professional manner.
- A personal commitment to Jewish values and knowledge of Jewish history, traditions, and practice.
- Good judgment, the highest level of integrity and confidentiality, and the ability to manage complex and sensitive issues with tact and skill.
- Bachelor's degree required and an advanced degree in a relevant discipline preferred.
- Ability to work evenings or irregular hours, as necessary, to interact with donors/clients and the community and attend DJCF and community meetings and events.

This position description is based upon material provided by DJCF, an equal opportunity employer.

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