



JCFGM Executive Director Job Description

The Executive Director of the Jewish Community Foundation of Greater Mercer is the chief professional executive of the organization and reports to the Board of Directors. The Executive Director works with the board to ensure that the Foundation accomplishes its goal of being the premier philanthropic resource for our community.

1. Board Governance and Leadership
 - a. Ensure knowledge of and compliance with all governance documents by board members and key staff.
 - b. Provide leadership, organization and preparation for all board, executive committee and other board committee meetings throughout the year.
 - c. Work in direct contact with committee chairs to prepare for committee initiatives and meetings.
 - d. Ensure that board portal is up to date and Board members can access documents as needed.
 - e. Be a partner with board trustees in providing leadership to strategic initiatives.
 - f. Provide board members with information and documentation of best practices in the field so as to increase board knowledge and effectiveness.
2. Creating a Culture of Philanthropy
 - a. Work as a team with trustees and staff to create a culture of philanthropy within the community.
 - b. Plan with staff team and lay leadership workshop presentations, direct solicitation of fund creation and support of the Life & Legacy program.
 - c. Develop with Board trustees and staff team a plan for cultivation and stewardship of current fund holders and donors as well as a plan to increase the number of fundholders and donors.
3. Human Resources
 - a. Assess needs for staffing, recruitment and evaluation of staff members as appropriate.
 - b. Build a staff team through team meetings and projects that build staff connection to the JCFGM.
 - c. Ensure that all work performed by JCFGM staff members meets the standard of excellence and meets the needs of the organization.

4. Relationships with 3rd Party vendors
 - a. Manage the relationship with the 3rd party back office vendor to ensure that reports are accurate and timely.
 - b. Manage the relationship with Investment team to ensure that all transactions are conducted accurately and in a timely manner.
 - c. Oversee the outsource finance staff to ensure that all day to day financial operations are accurate and timely.
 - d. Provide oversight to insurance vendor relationship.

5. Community Relationships
 - a. Represent the JCFGM through building relationships with the Princeton, Mercer County, Bucks County, Somerset County, Hunterdon County, and Warren County Jewish organizations, secular not for profits and other professionals in the resource development field.
 - b. Work in partnership with other community organizations (Jewish and secular) to promote philanthropy and present educational programs in that area to a wide audience of potential donors/funders
 - c. Serve as a speaker at community organizations and/or events about JCFGM or related topics.