

Yad Ezra Executive Director's Job Description

Vision:

To eliminate food insecurity in the metro Detroit Jewish community.

Mission and Core Values:

- To ensure that Yad Ezra is in the forefront when dealing with food insecurity in the Jewish community and cultivates partnerships with anti-hunger agencies in the Jewish/greater community.
- To lead a team of people dedicated to helping eradicate hunger in a workplace that is respectful, compassionate, innovative, forward thinking, mindful and sensitive to the needs of the clients, volunteers, donors and community partners.
- To oversee the day-to-day operations of Yad Ezra and ensure the long-term success and continued growth (when/where necessary) of its operations through thoughtful leadership and oversight of all programming, organizational and financial aspects and sustainability.
- To be responsible for cultivating relationships with current donors and future donors in all fundraising activities.

Internal Responsibilities:

- Oversee day-to-day operations.
- Actively, thoughtfully and respectfully guide, drive and manage team along with programming, fundraising, marketing, operations, bookkeeping, physical building.
- Foster collaboration and consensus among team members/ volunteers/board members.
- Serve as mentor, recognize contributions and efforts, motivate, encourage development and design thinking and innovation.
- Oversee maintenance of records, books, minutes, documents, financial records.
- Hiring/firing/performance management, compensation, benefits, update employee handbook as necessary, create/revise/update operations policies as needed.
- Oversee and ensure fiscal management of the organization.
- Define staff duties, establish performance standards, conduct employee reviews/self-evaluations.
- Encourage continued education and other courses/classes to assist in professional development.
- Organize monthly staff meetings and/or meetings as needed.
- Create/oversee creation of scripts/marketing materials, etc. promoting Yad Ezra.
- Having a working knowledge of software programs being used.
- Oversee/maintain security measures that protect all individuals, software, building, property.
- Foster good relations with all vendors, contractors, consultants.

Fundraising Responsibilities:

- Coordinate/oversee all aspects of special events for Yad Ezra (honoree(s), speakers, venue, marketing materials, financial reporting, other arrangements).
- Write/oversee writing and submission of grants to foundations for funding and follow-up reporting.
- Research grant opportunities that have shared goals and values.
- Create and successfully execute multi-faceted campaigns to raise funds.
- Target, retain and enhance donor base (including businesses, individuals, foundations).
- Ensure continued financial viability of Giving Gardens.
- Budget forecast preparations and financial analysis.

Board Responsibilities:

- Attend all board and committee meetings and record/ensure that minutes are recorded.
- Provide information, timelines, financial reports and other important information to help the board or committees in making decisions that impact Yad Ezra.
- Provide input and oversight to ensure fiscal management.
- Forge relationships with board members to help them engage with Yad Ezra.
- Report to the board to keep them informed as to activities, fundraising, programming, etc.
- Be a good partner to the president to help ensure his/her success that results in a meaningful term and legacy for him/her.
- Bring ideas to the board for consideration and try to be the last person to turn down an idea/suggestion.
- Act as liaison between board members, committee chairs, executive committee and advisory committee members.
- Contribute and execute strategic/long term plan(s) for the organization.
- Provide the necessary tools to enable the board to be comfortable cheerleaders for Yad Ezra.

Community Responsibilities:

- Maintaining good relationship with Federation and sister agencies.
- Represent Yad Ezra and promote a positive organizational image to ensure community representation.
- Engage with other agencies that address food insecurity and pursue partnerships/collaborations that benefit those we serve.
- Execute contracts/agreements between Yad Ezra and other businesses, organizations and foundations.
- Take advantage of Giving Gardens as a tool to promote and educate the greater community about food insecurity.
- Share best practices, vendors, experiences, mentor, etc. to assist and consult with other agencies.
- Answer/initiate/refer all correspondence with other agencies/individuals/leaders.
- Handle/oversee media, communication and publicity.

How to Apply: Interested candidates should submit their resume, cover letter, and references to careers@yadezra.org. Please include "Executive Director Application - Yad Ezra" in the subject line.

Yad Ezra is an equal opportunity employer committed to diversity and inclusion. We encourage candidates from all backgrounds to apply.