

Sefirot Foundation

Executive Director Job Description

Sefirot Foundation, a new Orlando-based foundation, based on Jewish values, established to transform the lives of those who cared for others by investing in wellness and well-being for communities of older adults across Central Florida, is seeking its inaugural Executive Director. This is a fantastic opportunity to work collaboratively with an engaged and mission-driven Board of Directors to shape the future of a transformational new foundation.

The Executive Director will work with the board to oversee a needs-assessment process, develop a strategic plan, establish the grantmaking program in accordance with the plan, and develop best-practice policies and procedures for operations, grant making, management and communications.

Sefirot will be an innovative, proactive foundation that sees its grantees as partners and plans to work closely with them to help their projects succeed.

This position reports to the Chair of the Board.

General Responsibilities:

- Provide leadership to the Board on organizational strategy and grantmaking.
- Plan, direct, implement and evaluate the foundation's day-to-day operations in accordance with applicable law and the foundation's policies.
- Coordinate the grant application, grant agreement and reporting processes.
- Develop the annual budget and oversee the prudent financial management of the foundation's resources, as well as participate in the oversight of the investment portfolio.
- Work with the Board to create a marketing and communications plan that supports the mission of the foundation. Implement the plan through a website, communications materials, social media, public relations and other marketing channels.
- Build strong, collegial relationships and maintain ongoing communication with Board members, grantees, prospective grantees, and other stakeholders in the community.
- Coordinate and prepare Board meetings, including agendas, minutes, financial reports and all other materials.
- Develop opportunities for existing grant recipients to share knowledge and experiences, as well as creative ways to expand their programs.
- Open to future community engagement to grow the organization's endowment.
- Assist in maintaining all legal and financial records, including general and investment accounts, coordination with the CPA for 990 tax returns, etc.

Qualifications & Requirements:

- A proven leader with high emotional intelligence skills
- Strategically oriented: able to step back from the day-to-day and see the bigger

picture, trends and opportunities; weave the information into an operational strategy.

- Solid experience in organization development: short- and long-range planning.
- Exceptional interpersonal and communication skills, both oral and written
- Goal-driven, self-directed and highly adaptable to working in a changing environment.
- Hands-on budget management skills and sound business judgement.
- Proficiency in Computer programs, including Microsoft Office Suite
- Must reside in the Central Florida area or willing to move to the area.
- Ability to travel throughout central Florida.
- Strong commitment to Jewish tradition and community.
- Demonstrated experience working with the older adult population preferred but not required.
- Must demonstrate compassion and empathy for the population served.

Professional Experience:

Minimum of a bachelor's degree.

5+ years in a foundation or other grantmaking context

Experience working with a Board of Directors

Competitive compensation, based on education, skills and experience.

To apply, please email your resume to: SefirotED@gmail.com

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)