



Position Specification

Columbus Jewish Partnership

Chief Executive Officer

2018



POSITION SPECIFICATION

Position	Chief Executive Officer
Organization	Columbus Jewish Partnership (CJP)
Location	Columbus, Ohio
Reporting Relationship	Reports to the Board of Trustees

THE OPPORTUNITY

The Jewish community in Columbus, Ohio is embarking on an exciting time in its history. Over the past two and a half years, community conversations have been focusing on how to think differently about philanthropy and engagement. Independent, strategic planning by two important pillars in the community, the Jewish Federation and the Jewish Foundation followed. Many of the incredibly dedicated lay leaders, who share a unique understanding of the community and its history, joined this effort. Both organizations came to the same conclusion: Together, they can find a better way to collaborate to strengthen the community. Through strong consensus, the organizations determined that a single decision-making body is the most effective way to move forward. In early 2018, the two organizations officially voted to combine into a new entity, the Columbus Jewish Partnership (CJP). Shortly following, a Search Committee, comprised of representatives from the diversity of stakeholders in the community, formed to identify a dynamic chief executive to lead the Partnership.

This new CEO will build upon a rich legacy and decades of remarkable philanthropic leadership from both the Federation and Foundation. The CEO will integrate dedicated employees and operations, while galvanizing the community behind an innovative vision and unified spirit.

Reporting to a newly structured Board of Trustees, the CEO will be an authentic, inspiring and energetic leader who is passionate about Jewish history and life and believes in the power of community. This individual will be an incredible listener, collaborator and bridge builder. The CEO will empower people of all ages and particularly appeal to younger generations. The CEO will also be a leader in the broader Columbus community, and will interact with leaders across government, business, religious, and nonprofit sectors.

COLUMBUS, OHIO

Columbus is young, vibrant and inclusive, with “big city” amenities and “small town” charm. It is the largest city in Ohio and the 14th largest in the United States with a population of more than 860,000 and located within a fast-growing metropolitan area containing just over 2 million people. The proximity of Columbus to major markets makes it one of the best locations in the country. Columbus is gaining nationwide recognition for its historic neighborhoods, a top-notch food scene, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. It also serves as Ohio’s capital and the region is home to a number of Fortune 500 companies, and high-quality colleges and universities, including The Ohio State University. The city is perfect for active lifestyles, having recently invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown’s \$44 million riverfront park system restoration. Museums, festivals, parks, live music and theatre are just some of the reasons



Columbus is one of the best places in the nation to live, work and raise a family. The city has been ranked at the top of the charts in many categories:

America's Best Place to Raise Kids (Business Week)
Most Affordable Place to Retire (Forbes Magazine)
#1 Zoo and Aquarium (USA Tourist.com & USA Travel Guide)
Best Super Specialty Museum in the Nation for Children COSI (Child Magazine)
Top Arena in the Country for Stadium Experience-Nationwide Arena (ESPN magazine)
#1 Library-Columbus Metropolitan Library (Library Journal)
Top Ten Most Livable City (CNN/Money Magazine)
Among America's Economically Strongest Metro Areas (Bloomberg Businessweek)
#1 Up & Coming High-Tech city (Forbes Magazine)
All-American City (National Civic League)

The Jewish community in Columbus is growing too. The number of Jews living in central Ohio has increased from 22,000 living in 11,900 Jewish households a decade ago to 25,500 in 14,200 households now. Our community partners provide an active and vibrant Jewish life: two Jewish Day Schools, the Jewish Community Center of Greater Columbus, Wexner Heritage Village, Jewish Family Services, OSU Hillel and nine synagogues (3 Orthodox, 2 Conservative, 3 Reform, 1 Reconstructionist). The entire Jewish community has benefited from world class Jewish leaders and philanthropic families including the Meltons, Schottensteins and Wexners. In many ways, Columbus continues to be a significant seat of adult Jewish learning and Jewish leadership development throughout the entire Jewish world.

HISTORY

The **Columbus Jewish Federation**, founded in 1926, has as its cornerstone in the centuries old belief that social justice (Tzedakah) is a community responsibility. In practice, this means that each Jewish person has the duty to help other Jews – one responsible for the other – one family, one community, one people. Today there are more than 300 volunteers and 2,000 contributors involved in The Federation, dedicated to strengthening their own community and establishing a secure and vital future for Jewish life worldwide. They are mindful of the past and thank the leadership, whose tireless efforts created a strong foundation rooted in core Jewish values. The three areas of focus are 1) connecting the Jewish community 2) advocating for Jewish causes, and 3) funding community priorities. For more information: <https://jewishcolumbus.org/mission/>

The **Columbus Jewish Foundation** was founded in 1955 and serves the Columbus Jewish community as its planned giving and philanthropic headquarters. Through personal relationships with donors and philanthropists, their generous grant making processes and insightful estate planning initiatives, the Foundation remains the community's primary donor-centered resource for philanthropists looking to make a long-term impact on the vibrancy and stability of the community. They develop sustainable financial resources to fulfill its mission to ensure continuity of Jewish life and to meet changing needs locally, in Israel and in the worldwide community. The Foundation oversees more than \$120 million in endowments and assets. They develop and manage endowments, planned giving, and donor-advised philanthropic funds. Grants are provided for innovative programs, community development, emergencies facing the Jewish world, and securing community resources for generations to come.

For more information: <http://columbusjewishfoundation.org/>



KEY RESPONSIBILITIES

The Chief Executive Officer, in collaboration with the Board, is responsible for the overall leadership, strategic vision, and mission of the organization. The CEO will manage the day to day operations, including CJP staff, fund development efforts, programs, finances, and internal and external communications. In accordance with the direction and policies established by the Board, the CEO will assure CJP's relevance to the community and its diverse constituents through a shared vision, implementation of cutting edge programs and initiatives that address current and emerging needs.

More specifically, responsibilities include:

Strategic Vision and Leadership

- After establishing a clear vision, develop and implement a strategic plan while ensuring that the budget, staff, and priorities are aligned with CJP's core mission.
- Establish effective decision-making processes that will enable CJP to achieve its short and long-term goals and objectives.
- Keep informed of trends in nonprofit, program delivery, endowment management and governance, philanthropy, and fund development.

Staff Culture and Management

- Build a culture of collaboration and shared interest by successfully integrating the staff and functions of the two organizations.
- Provide the team with vision, motivation, accountability, and recognition.
- Maintain a professional environment that prides itself on recruiting, retaining, developing, and advancing a high performing team.
- Implement a systematic performance measurement structure that: provides for interaction and collaboration between employees and supervisors; identifies development and growth opportunities; and empowers the employees to be accountable with appropriate guidance and mentoring for their current and future career successes.

Operations and Finance

- Ensure the delivery of high quality programs and services while managing for current and future growth.
- Oversee foundation operations to ensure effective stewardship of funds. And, consider emerging alternative funding approaches such as impact investing.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization.
- Create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, procedures, and policies.
- Provide executive leadership on all financial matters of the organization, including developing short and long-range financial plans, monitoring the budget, and ensuring sound financial controls are in place.
- Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the mission and staff.
- Build and maintain CJP's technological capacity to ensure the organization has and uses technology optimally to facilitate organizational management, fundraising, capital management, and to meet all current and future programmatic needs.
- Assure the filing of all legal and regulatory documents and monitor CJP's compliance with relevant laws and regulations.
- Ensure clean annual audits of organization's finances.

Community Engagement

- Articulate a clear and united vision and strategy to the community.
- Build and maintain positive relationships with key donors and stakeholders.



- Ensure the organization is seen as an inclusive body that best supports the diverse generations, opinions, beliefs, and practices of the Jewish community including the different sects of Judaism (Orthodox, Modern Orthodox, Conservative, Reform, and Interfaith).
- Strengthen relationships and value to partner agencies.
- Introduce CJP into the fabric of the community by creating and implementing effective marketing and communications strategies and activities.
- Act as an advocate, within the public and private sectors, for issues relevant to CJP and its program constituencies.
- Serve as chief spokesperson for CJP, assuring proper representation of CJP to the community.
- Contribute to strategies to promote Columbus as a wonderful community for Jewish life, in an effort to retain and attract young people and families.
- Establish oneself as an influential community leader in central Ohio, beyond the Jewish community.

Fundraising

- Provide a very strong value proposition to donors. Develop and implement a multifaceted plan to significantly increase dollars raised.
- Play a critical role in establishing, building, and maintaining a network of relationships with current and future donors. Specifically, forge strong relationships with and enhance the organization's brand among major gift donors, strategic partners, foundations, and other key constituents.
- Ensure revenue streams allow CJP to make continuous progress towards the achievement of its mission, and that the funds raised are allocated properly to reflect present needs and future potential.
- Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance opportunities for continued revenue growth.

Governance

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against established milestones and goals.
- Administratively support the Board of Trustees in the recruitment and cultivation of new members and committee chairs that best represent the diverse community and fit the organization's values, strategic objectives, and functional needs.
- Provide regular communication on strategic, operational, programmatic matters, and external trends that may affect the organization.
- Oversee the preparation of annual operating plans and budgets for review and approval by the Board.

YEAR ONE CRITICAL SUCCESS FACTORS

- Ensure the CJP team is structured for best outcomes, aligned, energized, and collaborating as one organization to achieve goals.
- Establish strong rapport with the Board.
- Spend ample time building relationships across the community.
- Create trust with major and long-serving donors/supporters.
- Create communication channels to the diversity of stakeholders to proactively articulate a vision, shared values, and activities for engagement with the new organization.
- Market the new organization with a unique, clear and compelling purpose. The purpose must be beyond raising funds and must incorporate an inclusive value proposition.
- Be viewed as a credible, inspiring, and a promising leader.



PROFESSIONAL EXPERIENCES/QUALIFICATIONS

The successful candidate will bring a demonstrated passion and commitment to Jewish life with a servant leadership style and a strong belief in the importance of community. Candidates will have a minimum of ten years of executive experience with a successful track record of leading a high performing organization and serving in a complex stakeholder environment. Candidates will also bring the acumen to integrate two organizations into a powerful new entity to serve the community.

Additionally, ideal attributes include:

- An inclusive, transparent, consensus-building leadership style.
- Ability to establish a clear vision for the new organization that is forward thinking, compelling, and allows CJP to best serve Columbus' dynamic Jewish community.
- Proven managerial, problem solving, strategic planning, fund development, and financial management experience in the private, nonprofit, or public sector.
- Successful track record of translating a vision into action, creating and implementing programs. And, an ability to create new, innovative programmatic offerings with limited resources.
- Experience raising major funds or the acumen to suggest the ability to be a successful fundraiser.
- Entrepreneurial thinker; leverage in-depth knowledge of public, private, and nonprofit sectors to facilitate opportunities that create a wider pool of potential resources.
- Experience identifying and forming partnerships to advance an organization's mission and strategic goals.
- Ability to cultivate and engage a diverse and engaged board.
- Strong written and verbal communication skills; persuasive and passionate communicator with excellent interpersonal skills.
- Action-oriented and adaptable, and takes a fresh approach to business planning.
- Excellent coalition building skills with an ability to work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Sound financial manager with the ability to mobilize around new financial realities driven by market and business changes.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a high performing team.

EDUCATION

An undergraduate degree is required. An advanced degree is preferred.

COMPENSATION

The compensation package will be competitive and commensurate with demonstrated leadership capacity and experience.



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