# 

**Chief External Affairs Officer**

**Jewish Vocational Service**

***Kansas City, Missouri***

**About Jewish Vocational Service—Kansas City**

Jewish Vocational Service (JVS) was established in 1949 to help Holocaust survivors, refugees and those returning from WWII. Since that time, JVS has invested in individuals and families, helping them build better lives in the United States. JVS is one of the major refugee resettlement organizations in the Kansas City metropolitan area. Rooted in their core value that all people have intrinsic worth and dignity, JVS engages, encourages and empowers people to achieve social, cultural and economic integration in our community through the organization’s programs in workforce development, community integration and health and wellness. In 2022, JVS will serve thousands of people and welcome almost 500 refugees to the Kansas City area. A $6 Million organization with a staff of 75, JVS has experienced significant growth recently and looks to continue that expansion to meet growing needs going forward. For more information about JVS, visit [https://jvskc.org/.](https://jvskc.org/)

Poised for this demand for services and future growth of the organization, JVS seeks a highly qualified professional to fill the newly established leadership position, Chief External Affairs Officer.

**Position Summary**

Reporting to the Executive Director, the new Chief External Affairs Officer is responsible for overseeing and growing the fund development programs, providing leadership for the volunteer services programs, and developing and executing a robust communication and marketing program to share the mission and vision of JVS to its many constituencies and the greater community. Direct reports to the Chief External Affairs Officer include the Director of Development, the Coordinator of Volunteer Services and the Communications Associate. Additionally, the Chief External Affairs Officer will join the executive leadership team which provides strategic and operational oversight for the agency.

**Responsibilities**

Responsibilities of JVS’s Chief External Affairs Officer include:

1. Grow and strengthen a sustainable fund development program, including:

* Supervising the development team
* Expanding internal capacity for fund development
* Directing and monitoring a comprehensive fund development program including annual giving, major giving, foundation and corporate giving and events
* Growing the JVS’s base of supporters in the Kansas City region

1. Working in close partnership with the Coordinator of Volunteer Services, continue and increase the work of the volunteers to deliver services and carry out the JVS mission.
2. Strengthen awareness and understanding of JVS’s vision, mission and goals in the Kansas City region through a strategic program, including:

* Public relations activities
* Increased marketing and communications sharing the services, stories and successes of the organization
* Increased outreach to constituents, government officials, and the greater public

1. Perform other duties as assigned by the Executive Director.

**Professional Qualifications and Personal Characteristics or Attributes**

* Passion for, and knowledge about, the nonprofit sector, in particular agencies that work with vulnerable populations
* At least 3 years’ experience in supervising others, preferably those in management roles
* 5 years’ experience in fundraising for nonprofit organizations
* Desire to strengthen and grow a fund development program
* Strong networking and relationship management skills, including ability to build relationships with donors and external constituencies
* Experience in managing marketing and communications activities and production of publications
* Excellent written, oral and inter-personal communication skills
* Ability to manage multiple complex and collaborative projects simultaneously
* Demonstrated commitment to racial justice, equity, and inclusion

**Compensation and Benefits**

The salary range for this position is $90,000 - $100,000. JVS offers a competitive benefits package, including PTO, health insurance and retirement benefits. The Chief External Affairs Officer will find a positive, engaging, and multi-cultural work environment.

**Statement of Non-Discrimination**

Equal Opportunity is a JVS policy. It is their policy to select the best-qualified person for each position in the Agency.

No employee of the Agency will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, pregnancy or physical or mental disability.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, separation of employment, rates of pay, and other forms of compensation or overtime.

**Application Process**

The search for the Chief External Affairs Officer of Jewish Vocational Services is being conducted by The Moran Company. Questions about the position can be directed to Jane Lampo, The Moran Company; jlampo (at) morancompany.com.

*To apply for this position, submit cover letter and resume to Jane Lampo through the secure application portal. The Moran Company. Resume should include all professional education and experience, dates of employment (month and year) and position/title and organization names.* [**APPLY NOW**](https://themorancompany.applytojob.com/apply/KmYq2TCEEQ/Chief-External-Affairs-Officer?source=AFPWichita)