

**JEWISH FAMILY and CHILDREN'S SERVICES (JFCS)
OF SAN FRANCISCO, THE PENINSULA, MARIN AND SONOMA COUNTIES**

ASSOCIATE DIRECTOR, HOLOCAUST CENTER

JFCS seeks an operations professional to support the Center's Director in budgeting/planning and implementation of efficient workflows and support systems that advance the Center's programming and educational mission.

[The Holocaust Center](#) is a JFCS program dedicated to remembrance, research, documentation and education about the Holocaust, and is Northern California's primary resource for knowledge of this terrible period in world history. The Center increases awareness and understanding of the history of Jewish people; the causes and consequences of anti-Semitism; and the connection between anti-Semitism, racism, other forms of bigotry and discrimination, and genocide. Through a deeper understanding of the Holocaust and patterns of genocide, the goal is to inspire moral courage and social responsibility, and to provide future generations with tools to oppose hate.

Jewish Family and Children's Services ([JFCS](#)) was founded in 1850 by immigrant pioneers who created an extended family to care for each other upon arrival in California during the Gold Rush. Today, JFCS has a \$46M operating budget and continues to function as an extended family, annually serving tens of thousands of people of all faiths and backgrounds, with high quality, research-based social services designed to strengthen individuals, families and the community in the context of historic Jewish values.

The Holocaust Center offers rich resources and programming for educators, students, university fellows and lifelong learners through its [education](#) programs, over 13,000 volumes in its [library & archives](#), over 2,000 recorded [oral history](#) presentations, and a broad range of [events](#). Among the Center's many cherished artifacts, memorabilia and images documenting the Holocaust are some truly unique resources, including a translation published by the JFCS Holocaust Center and Lehrhaus Judaica of the Diary of Rywka Lipszyc, a 14-year old orphaned Jewish girl who lived in the Lodz ghetto from October 1943 to April 1944. Her diary was found in the ashes of the Auschwitz-Birkenau crematoria by Zinaida Berezovskaya, a doctor with the Soviet Army that liberated the camp. The diary was preserved by the Berezovskaya Family for 60 years before its publication.

The Holocaust Center's Director, Morgan Blum Schneider, is an educator and scholar who has been instrumental in the success of the Center since 2005. She established the California Collaborative for Holocaust and Genocide Education ([CCHGE](#)), a first-of-its-kind statewide network connecting educators, genocide survivors, and community leaders to help teachers as they navigate Holocaust and genocide education. In 2023, CCHGE will hold its first teacher conference in San Francisco, and over the next three years the initiative will reach an estimated 700 teachers and ultimately impact over 70,000 California students.

BASIC FUNCTION

The Associate Director is a newly created role that reports to the Director, and interacts with other JFCS administrative functions (finance, human resources, operations, development, communications, etc). The Associate Director will manage the Center's administrative and operating infrastructure, and with the Director will take a leading role assuring the ongoing success of the Holocaust Center. As the Center grows, it's anticipated that the Associate Director will lead and manage others. The Associate Director serves as the Interim Director in the Director's absence.

With administrative and roll-up-your-sleeves operations experience complementing the Director's vision, educational and scholarly focus, the Associate Director will help orchestrate the Center's financial budgeting and controls, operations and logistics, marketing, external relations, events and fundraising. Working cooperatively to advance the Holocaust Center Director's agenda, the Associate Director will assure that the people and financial resources of the Center are efficiently deployed,

that the Center achieves maximum visibility and support locally and nationally, and that the Director's Holocaust and genocide education strategies achieve maximum adoptions in the California public school system and among Center audiences.

ONGOING RESPONSIBILITIES

GENERAL MANAGEMENT

- Serve as a creative, solution-oriented thought partner to the Holocaust Center Director, staff, the JFCS Leadership Team, staff and community; work closely with JFCS cross-functional teams to achieve Center and agency-wide goals.
- Foster transparency and accountability in matters relating to the Holocaust Center's financial condition, ensuring that: budgets are accurately developed and financial controls are in place, day-to-day operations and services are professionally and efficiently organized and financial performance positively tracks budget and operating plans.
- Identify criteria to measure, and report on the success of: programs, meetings, education, events and other activities; utilize data to shape the Center's work and future.

PROGRAMS

- Become knowledgeable on all programs, and support the Director to achieve long-term and short-term financial goals. Collaborate with Holocaust Center staff to develop strategies for outreach to local schools, districts, and organizations to identify students and teachers who could benefit from participation in Holocaust Center programs.
- In partnership with the Director, develop, execute, and operate the Center; advance the inaugural Conference of the California Collective for Holocaust and Genocide Education (CCHGE), including development of the program agenda and coordinating, marketing, communications, vendor management, and logistics; orchestrate collection and analysis of participant data from CCHGE partners for use in guiding future conferences and for grant reporting requirements.
- Work in cooperation with the Center's staff to ensure the delivery and continuity of high-quality educational experiences; over the decades the Center has provided support and services to thousands of Bay Area survivors, and the Associate Director will position the Center to effectively advance this area of JFCS activity.

MARKETING, EXTERNAL RELATIONS AND FUNDRAISING

- Strengthen JFCS' relationships and partnerships to advance the Holocaust Center's mission, attendance to its programs, and its impact.
- Represent the Holocaust Center in the community to inspire support and involvement of potential participants, funders, volunteers, and collaborating organizations; represent the Holocaust Center with elected officials, civic and community leaders.
- In partnership with the JFCS Marketing department, oversee the redevelopment and ongoing content updates of the Holocaust Center's website and print materials.
- In partnership with the Director and JFCS Development Department, increase support for the Holocaust Center through both earned and contributed revenue; grow and develop JFCS Holocaust Center's donor prospect pool by identifying, engaging, and soliciting individuals, foundations, and businesses.
- Develop and administer strategies for cultivation, solicitation, and stewardship of major donors, including tours, events, personal meetings and solicitations, letters, and ongoing follow-up.

EXPERIENCE, QUALIFICATIONS AND CHARACTERISTICS

The Associate Director will be a key resource and collaborator for the Holocaust Center's Director and for the JFCS Leadership Team, particularly for the organization's other administrative department leaders (finance, human resources, operations, development, etc). Some knowledge of Holocaust history, and Jewish culture, traditions and customs will be important. Additionally, candidates should have:

- Proven managerial, problem-solving and planning capabilities, with financial, administrative, human resources and day-to-day operating responsibility in an experiential learning or similar institution; advantageous would be a hands-on background in workflows, financial management, exhibitions and programs.
- A mature level of judgment and decision-making in a changing, forward-thinking operating and customer service environment; the ability to collaborate and explain financial and project workflow management concepts to people who do not have such experience; exercises tact, skill and diplomacy when engaging in negotiations with colleagues, other entities, officials, contractors, employees and their representatives; formulates and expresses ideas concisely, clearly and effectively; the ability to guide and counsel colleagues, partners, employees and others.
- A high energy "doer" willing to work hands-on in developing and executing a variety of activities, with the ability to solve problems and manage multiple activities; a high degree of patience, attention to detail, good humor and fortitude in managing relationships with various parties within JFCS.
- Demonstrated ability to forge mutually-respectful and effective relationships with a diverse group of personalities in a collegial and cooperative manner, including members of the board, volunteers, staff, supporters, donors and other partners.
- Outstanding oral and written communication skills, including the means to address issues in non-confrontational and non-polarizing ways, but nevertheless with determination; the presence and credibility to serve with the Holocaust Center's Director as an effective spokesperson, especially in operational and financial matters.

For more information please contact:

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