



Chief Financial & Administrative Officer

Edlavitch JCC

Washington, D.C.

Salary: \$195,000 - \$225,000

The Organization

The Edlavitch DC Jewish Community Center (EDCJCC) is a cornerstone of Jewish life in the nation's capital. We take an expansive and dynamic view of Jewish life that both impacts and reflects the values of our Jewish community and the broader community in which we live and whom we serve.

Generations of Washingtonians have attended our preschool, enjoyed theater, played basketball in our gymnasium, swum in our pool, engaged in Jewish experiences, and fallen in love on our steps and around our Shabbat dinner tables. Through these indelible encounters, the EDCJCC has and continues to transform the lives of tens of thousands of people in remarkable ways by offering enriching and fulfilling personal and communal experiences. The EDCJCC promotes its mission and values through the following programs and services:

- **Jewish Life & Learning:** Jewish education and Hebrew language classes, workshops, holiday celebrations, and special events.
- **LGBTQ Programs (GLOE):** unique and meaningful programs connecting LGBTQIA+ Jews in the DC area.
- **Social Responsibility:** meaningful, high-impact volunteer and social justice programs.
- **Theater J:** the nation's largest and most prominent Jewish theater.
- **JxJ:** film and music festivals and year-round arts programming.
- **Preschool:** a year-round nurturing environment of open-ended exploration, curiosity, and growth for children ages 18 months–5 years.
- **Family Programs:** high quality experiential activities including programs for parents, interfaith couples and families.
- **Young Professionals (EntryPoint):** outreach to and engagement with young professionals.
- **Afterschool and Camp Programs:** summer day camp and school-year camp and afterschool programs for children aged 4–12.
- **Fitness & Wellness Center:** a state-of-the-art fitness center, indoor pool, classes, and training.

The EDCJCC completed a \$20 million renovation of its historic, urban 16th Street Building in 2019 (originally opened in 1926). The renovations used the building's existing footprint to create more arts and culture spaces, including a new cinema; the Smith Kogod Early Childhood, Youth, and Family Wing; and even more programming possibilities for D.C.'s diverse community. This investment has supported the EDCJCC's continued cultivation of a vibrant, diverse, and growing Jewish community in the greater Washington, DC area—the third-largest community in the country, with 300,000 individuals who participate in diverse aspects of Jewish life. The EDCJCC is preparing to celebrate the centennial of its historic building in 2026.

The EDCJCC holds a commitment to diversity, equity, inclusion, and repairing the cracks we see in ourselves and our society as a core value. As an organization that strives to build community, it is crucial that everyone entering through our doors feels safe, respected, and honored.

The Position

Reporting to the Chief Executive Officer, the Chief Financial & Administrative Officer (CFAO) is responsible for ensuring first-rate financial and operational performance at EDCJCC. The CFAO is a key strategic partner and advisor to the Chief Executive Officer and Board, guiding the organization's financial planning & strategy, as well as having ultimate responsibility for the proper upkeep of the physical plant and effective management of the organization's operations. The CFAO is responsible for building annual operating and capital expense budgets, cash flow management, developing accurate financial reports and forecasting models, and all regulatory compliance and internal financial controls. The CFAO also manages the organization's relationships with banks, insurance providers, and building vendors. The CFAO must be a strong systems builder who will continually improve and upgrade financial controls and operational procedures. The CFAO must collaborate regularly with other members of the leadership team to address immediate programmatic and operational needs and to co-develop strategic initiatives to increase revenue and effectively manage costs.

Overseeing a \$12 million budget, the CFAO works with the Board of Directors, Finance, Audit, Investment, Building, Grounds & Security Committees and will present financials and key metrics at monthly board meetings. The CFAO directly supervises the Controller, Director of Human Resources, Salesforce Administrator, Building Services Director, and the Membership and Guest Services Director. The number of direct reports is subject to change based on strategic organization design decisions made by the CEO and the new CFAO.

In oversight of operations, the CFAO provides the leadership, management, and vision necessary to ensure that the organization has the proper operating systems and facilities management in place to ensure operating efficiency, positive workplace culture and program excellence.

The ideal candidate is a best-in-class financial and operations leader with a deep understanding of systems and processes. The CFAO must be a keen strategist, an excellent communicator, an exemplary manager and team builder, and a collaborative colleague. While empowering colleagues to be active participants in building programmatic and department budgets, the CFAO must synthesize and translate numbers for easy comprehension, while also doing in-depth financial planning and analysis to ensure clear, accurate and detailed reporting to the CEO and Board.

ROLE OVERVIEW

Financial Strategy, Planning & Systems

- Responsible for all financial activities of the organization including building annual operating and capital expense budgets, cash flow management, developing accurate financial reports and forecasting models, ensuring sound internal controls and regulatory compliance.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and audit requirements.

Financial Strategy, Planning & Systems (cont.)

- Partner with the Chief Executive Officer and leadership team to assess financial performance against both the annual budget and the organizational strategy; provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee annual and long-term budgetary planning and costs management for both operations and capital expenses; identify opportunities for revenue maximization and expense minimization in collaboration with program leadership.
- Work with the CEO, leadership team and department heads to plan the annual budget. Report to Chief Executive Officer and board's finance and audit committees on the annual budget, audit, and longer-term financial strategy.
- Generate reports and develop tools to provide critical financial and operational information to the CEO and board.
- Collaborate with the Chief Experience Officer and various program leaders on a regular basis for the purposes of understanding programming, challenges, and opportunities. Work with program leadership to evaluate the effectiveness of their pricing and cost structures.
- Continuously develop and improve financial systems. Assess systems, policies, and processes and oversee the implementation of optimization efforts.
- Partner with the Senior Director of Institutional Advancement to ensure a strong system of oversight and administration of all funding sources including institutional and individual donor support through accurate and detailed record keeping and grant reporting.
- Coordinate and lead the annual audit process, liaise with external auditors and the board audit committee; assess and implement any necessary systems and reporting changes; oversee annual 990 filing and other tax related regulatory requirements.
- Oversee the preparation and approval of all financial reporting materials and metrics for funders and the Board of Directors; prepare and communicate monthly and annual financial statements.

Operations

- Oversee and manage EDCJCC's facilities and Building Services Director, ensuring the building is properly cared for and maintained.
- Supervise the Director of HR to manage human resources, including all HR systems, policies, and procedures. Work with Director of HR to improve systems and procedures.
- Oversee EDCJCC's IT consultant and Salesforce Administrator and ensure effective use of information technology systems to support fundraising, programs, and organizational business processes, including participant scheduling, document management, client relationships management (CRM), event support, membership, grant management systems and management of all tangible assets. Oversee the implementation, including regular upgrades, of the IT infrastructure.
- Negotiate all vendor contracts and work closely with the CEO to ensure thoughtfully crafted agreements and contracts for the organization, including building vendor agreements, employee health insurance benefits, 457(b) retirement plan, and union contracts.
- Responsible for all risk management including overseeing EDCJCC's insurance and cybersecurity policies.

THE IDEAL CANDIDATE

The ideal candidate for the CFAO position possesses the following competencies:

Ensures Accountability	Financial Acumen	Communicates Effectively
Holding self and others accountable to meet commitments.	Interpreting and applying understanding of key financial indicators to make better decisions.	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
Operational Insight	Interpersonal Savvy	Strategic Mindset
Applying knowledge of business and the operating environment to advance the organization's goals.	Relating openly and comfortably with diverse groups of people.	Seeing ahead to future possibilities and translating them into breakthrough strategies.

Additional Qualifications

- 10+ years of progressive experience in finance and administration with experience in a nonprofit organization.
- CPA and/or MBA preferred, or commensurate experience that demonstrates exemplary financial acumen and commitment to financial controls.
- Proven financial leadership in an organization with multiple lines of business.
- Strong analytical and financial modeling and forecasting skills as well as knowledge of Generally Accepted Accounting Principles (GAAP) for nonprofits.
- Demonstrated ability to build and implement systems that enable efficient reporting and seamless integration of organizational processes.
- Demonstrated resourcefulness in setting priorities, guiding investment in people and systems.
- Proven understanding of how to collaborate with programmatic teams to manage financial systems that streamline processes to support the efforts of the entire workforce.
- Leads by example and drives the organization's performance with an attitude of continuous improvement by being open to feedback and self-improvement.
- Natural connector and builder of strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- Takes an entrepreneurial, innovative, and creative approach.
- Demonstrates cultural competence and an authentic commitment to diversity, equity, and inclusion.
- Ability to drive a people-first culture and to lead, develop, and manage a diverse team; leads and makes decisions with an equity mindset.
- A hands-on leader, willing to work alongside their team to achieve success.

WHO WE ARE

Our Commitment to Diversity, Equity, & Inclusion

The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, place of residence or business, or status as a covered veteran in accordance with applicable federal, state, and local laws.

COMPENSATION AND BENEFITS

Salary

\$195,000 - \$225,000

The EDCJCC offers a comprehensive benefits package (health insurance, retirement plan, life insurance and long-term disability) as well as free membership to the EDCJCC, complimentary tickets to theater, film and music programs, and discounts for preschool, camp, as well as other programs. Employees receive generous PTO including paid time off for all Jewish and national holidays. The Center has a flexible, hybrid work environment – administrative staff are required to be in the office three days a week.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by May.

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[Submit an application](#)