



United Jewish Federation
OF TIDEWATER



POSITION TITLE: Chief Operating Officer (COO)
AGENCY: United Jewish Federation of Tidewater (UJFT)

REPORTS TO: Executive Vice President/CEO
CLASSIFICATION: Full-time, Exempt

Position Summary

The Chief Operating Officer, a peer to other members of the senior leadership team and a direct report to the EVP/CEO, is responsible for enhancing and improving the internal organizational processes and infrastructure of the United Jewish Federation of Tidewater/Simon Family JCC that will allow the organization to continue to grow and meet its mission. The COO is responsible for efficient and effective business operations, including the direct supervision of the wellness and athletics departments, the Kids Connection program and the general operations related to membership recruitment and retention at the Simon Family JCC.

Key Areas of Responsibility

- Assesses, reengineers, and makes process improvements to workflows and information systems to maximize productivity, accountability and organizational goals.
- Manages general administrative areas for the organization including, but not limited to, contracts and insurance coverage. Works collaboratively with the Sandler Family Campus Facility Director on risk mitigation.
- Leads and supervises the membership recruitment and retention for the Simon Family JCC. Supervises the Wellness Director, Membership Manager and Athletics Director in working toward organizational goals for membership.
- Works collaboratively with the Chief Program Officer to maximize opportunities for membership through programming including, but not limited to, Arts + Ideas, Israel Today and Jewish innovation experiences for all ages.
- Works collaboratively with the Chief Financial Officer to calibrate and analyze program metrics in comparison to budget expectations; assists direct reports to meet budget requirements
- Leads and supervises Sports and Fitness areas including year-round pool and aquatic programming, fitness center, gym, and related programming. Works collaboratively with directors to ensure programs in these areas maximize community demand and function productively as revenue streams.

- Leads and supervises Kids Connection program and works with program manager to coordinate with the Strelitz International Academy, Virginia Beach Public Schools and other UJFT/JCC departments to meet budget and program goals.
- Work closely with EVP/CEO and Human Resource Director to make sure that staff receive timely and constructive evaluations, that recruitment and retention are emphasized and that minimum training and development levels are established for identified positions on an annual basis.
- Provides timely, accurate and complete reports on the operating condition of areas of responsibility
- Performs other duties as assigned by Executive Vice President/CEO.

Qualifications

Minimum Education/Experience

- Bachelor's Degree in business, organizational management, nonprofit management or related field from an accredited college or university. Master's degree preferred
- Minimum of 5 years strong operational experience with at least 3 years in a senior management role
- Knowledge of Jewish community and its institutions is preferred

Required Skills, Competencies and Attributes

- Proven leadership & supervisory skills with the ability to train staff
- Follows all required compliances; First Aid/ CPR procedures, FLSA, EEOC and OSHA regulations.
- Adhere to timetables for administrative, marketing, and recruitment tasks.
- Strong customer service focus, and the ability to foster this attitude and skill in others
- Advanced skills in MS Office and database systems
- Highly detail-oriented in the ability to plan, organize and implement programs and services
- Strong knowledge of short and long-term planning, budgeting, and program development
- Ability to develop and sustain a team approach; build strong partnerships in an environment of collaboration, both internally and externally
- Strong understanding, appreciation and passion for the mission and values of the UJFT/JCC
- Willingness to work evenings, weekends and holidays as required
- Willingness to perform other related duties as needed, required or assigned

The duties outlined in this job description are meant to be representative, but not all-inclusive, assigned to this job. These duties may be amended at the discretion of the Executive Vice President.

Submit resume with salary requirement to resumes@ujft.org

[EOE](#)