



Jewish Federation
of Greater Naples



**Arts
Culture
Education**
Nina Iser JCC

INAUGURAL EXECUTIVE DIRECTOR

POSITION OVERVIEW

The Nina Iser Jewish Cultural Center (JCC) seeks an inaugural Executive Director (ED) to lead the day-to-day operations of the organization. This is a pivotal opportunity to establish the operational culture and strategic direction of a unique institution focused exclusively on Arts, Culture, and Education (ACE) programming within the Greater Naples Jewish community. The ED will serve as a member of the senior management team and essential strategic partner to the President & CEO in advancing and growing the local Jewish programming ecosystem as part of the Jewish Federation family of agencies.

PRIMARY RESPONSIBILITIES

- Oversee day-to-day operations across all JCC-related departments with emphasis on collaborative, seamless coordination and perpetuation of customer service as a core institutional value
- Supervise the Programs Department including the Jewish Youth & Family Programs Manager, Facilities & Safety/Security, and Guest Services teams; ensure operational excellence, staff engagement, and professional development across all functions
- Partner with the Director of Development to create and sustain exceptional guest experiences and revenue-generating program opportunities
- Coordinate programmatic offerings with the JCRC (Jewish Community Relations Council) Director, ensuring alignment between outreach initiatives and Nina Iser JCC resources and capacity
- Collaborate with the Director of Marketing & Communications to develop and execute pre-event notifications, post-event content, and strategic communications that build the Nina Iser JCC brand and drive awareness of programs and activities
- Coordinate closely with the Finance Department to ensure sound fiscal management, budget alignment, and financial sustainability of all operations
- Champion, support, and advance the WCA (Women's Cultural Alliance) and MCA (Men's Cultural Alliance) volunteer-driven programs with over 2,800 combined active members
- Integrate with other local, national and international Jewish organizations in planning and implementation of programs, including security-specific initiatives as appropriate to strengthen community partnerships and operational resilience
- Assist in the planning, implementation, and operation of any future auxiliary facilities and programs, ensuring seamless expansion of the JCC's regional reach and impact
- Implement and oversee a comprehensive program evaluation process to assess successful and effective programs, utilizing findings to drive continuous improvement
- Oversee the review, enhancement, and modernization of A/V systems and IT services to support operational excellence and exceptional guest experiences
- Cultivate a collaborative working environment with peers and direct reports, modeling open communication and mutual support across all levels of the organization

KEY SUPERVISORY AREAS

- Programs Department - Provide strategic leadership and operational oversight of all ACE programming; ensure program quality, accessibility, and alignment with organizational mission and guest expectations.
- Facilities, Safety & Security - Uphold safe, secure, and well-maintained physical spaces; oversee facilities management and revenue streams, implement security protocols, and ensure regulatory compliance.
- Guest Services - Foster a guest-centric culture that reflects organizational commitment to hospitality, accessibility, and community belonging; ensure staff training, responsiveness, and resolution of guest needs.

QUALIFICATIONS

Required

- Bachelor's degree from an accredited four-year institution (Master's degree preferred)
- 7+ years of progressive management or operations experience in non-profit, arts, cultural, educational, or Jewish organizational settings
- Demonstrated experience managing multiple departments and building collaborative, high-functioning teams
- Strong financial acumen, including budget management, cost control, and revenue optimization
- Excellent written and verbal communication skills; ability to engage diverse stakeholders including board members, staff, volunteers, guests, and community partners
- Proficiency with MS Office and database management and ability to learn organizational systems; comfort with data-informed decision-making
- Deep commitment to Jewish values and understanding of Jewish community life

Preferred

- Experience with arts and cultural programming, education, or Jewish community engagement
- Familiarity with the JCC movement and Jewish Federation system
- Track record building volunteer engagement and developing volunteer-driven initiatives

Personal Attributes

- Creative and innovative thinking
- Strong leadership capabilities and collaborative approach
- Flexibility and adaptability in a dynamic environment
- Genuine enthusiasm for building a vibrant Jewish community

COMPENSATION & BENEFITS

\$100,000-\$120,000 commensurate with experience; comprehensive benefits package including health insurance, retirement plan contributions, professional development, and paid time off.

ABOUT THE JEWISH FEDERATION OF GREATER NAPLES

We are a close-knit team of approximately 15 professionals united by our commitment to the Greater Naples Jewish community and the broader community we serve. Our culture is collaborative and supportive; our lay leadership values our professionalism and partners with us as trusted advisors, while our senior management team models the excellence and open communication we cultivate across the organization. We invite you to join us on this rewarding professional journey.

TO APPLY: Please submit a cover letter, resume, and three professional references to *Nammie Ichilov, President & CEO*, ceo@jewishnaples.org.

The Jewish Federation of Greater Naples is an EEOC/AA Employer and does not discriminate on the basis of any protected class. We encourage individuals of all backgrounds and faiths to apply for any position for which they feel qualified.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.