**Position Title**: Director of New Business Development

**Organization:** Jewish Family Service of San Diego

 **Position Type:** Full Time, Exempt

**Standardized Benefits:** Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**JOB SUMMARY:**

Since 1918, JFS been a home for people in search of better lives and for those seeking to make better lives possible. We’re looking for a dynamic business development professional to help drive our next evolution in forging creative solutions to the community’s most complex and pressing challenges. We need an individual with the ability to identity new opportunities, the passion to cultivate connections throughout the community, and the desire to deliver results that will help move us forward. Strong business acumen, resourcefulness, and creative thinking are a few of the essential qualities you will need to flourish in this role. This is an exciting opportunity develop your strengths within a rewarding, growth-oriented position.

Under the supervision of the Chief Executive Officer, the **Director of New Business Development**, is responsible for implementation of a business plan that results in strategic and sustained program and organizational growth.

**The Mission:**

* Works collaboratively with the organization’s key leaders to identify key growth areas aligned with the strategic plan
* Opens dialogue and cultivates lasting relationships and with outside organizations to identify new potential contractors or collaborating partners
* Develops business plans and outreach materials in partnership with staff aimed at increasing contacts and investments in revenue generating programs
* Nurtures relationships with public and private agencies to grow and stabilize program delivery in key areas
* Develops new contracts with public and private organizations
* Manages contract language, budgets, and memorandums of understanding for existing and new projects
* Helps to create new programs in accordance with JFS professional standards, missions, and strategic directions
* Take ownership over preparing and implementing work plans to assure timely and professional implementation processes for new projects or programs
* Oversees quality of program development processes assuring that all major internal systems including programs, administration, development, finance, human resources and public funding/advocacy are included, as appropriate in development processes
* Promotes the organization and its programs
* Plays a major role in the organization by attending program, JFS, and other meetings and trainings related to position
* Is flexible and ready to face what each new day brings

# You’ll Need:

* A Bachelor's Degree in Business, Public Administration, Marketing, or related field
* Master’s Degree in Business, Master of Science in Entrepreneurship and Innovation, or Master of Science in Social Entrepreneurship strongly preferred
* Three-to-five years’ proven track record of new program development and implementation, marketing, budgeting, and innovation in human service or public administration. Experience working with non-profits is desired.

**We’d like you to have:**

* **A keen ability to lead productive collaborations.** You’re always thinking of how to make things better and know how to bring the right people and/or organizations together to do so.
* **Exceptional interpersonal skills.** You are a great listener and a great articulator of your vision. Great sense of humor, a plus!
* **A passion for your work and our mission!** We believe that with hard work and the right connections – to knowledge, resources, and supportive relationships – anyone can change their life. You align with our vision and want to be the face of JFS to the community.

# Contact Information

To be considered, please email your resume, cover letter (including salary requirement) to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only, and no follow-up phone calls or emails.

# About Jewish Family Service of San Diego

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community. For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving. At Jewish Family Service, we believe our employees are the backbone of our agency. Our goal is your success. Come work at JFS and be our partner in *Moving Forward Together*. To learn more about JFS, please visit [www.jfssd.org](http://www.jfssd.org).