



**Job Title: Chief Program Officer**  
**Reports to: CEO**

**Job Summary:** The JCC Mid Westchester is seeking a seasoned or emerging Chief Program Officer with excellent communication skills, a yen for multi-tasking, and proven supervisory skills to join our team as part of an ongoing leadership strengthening strategy. The successful candidate will be an integral member of management, reporting to the CEO, and be responsible for oversight of all programming for the organization, including our traditional nursery school, special needs nursery school, gymnastics, dance, aquatics, community outreach and general program management.

**About JCC Mid Westchester:**

JCCMW is a multi-generational center in Westchester located on the New Rochelle/Scarsdale border. We support the entire lower/mid Westchester community by offering outstanding human services, educational, cultural, recreational, and fitness programs within and beyond our walls. Our programs are grounded in our Jewish values, and we welcome all.

On our own and in partnership with other organizations, we create classes, events, and programs of excellence that educate, inform, challenge, and engage people of all ages—from newborns to seniors. We serve and welcome a diverse group of families and individuals—including those with special needs and wide-ranging identities, talents, and abilities.

**We approach our work and programs through a Jewish lens that cherishes our values and traditions and convenes the diverse opinions and beliefs of the community in a respectful and welcoming environment. This includes our aspiration to:**

- **Model and teach these values to future generations.**
- **Prioritize the values of Charity (Tzedakah), human dignity and equality, and Repairing the World in all of our programming**
- **We recognize the diverse nature of Jewish lives throughout Westchester and acknowledge all levels of religious engagement.**
- **We welcome interfaith families and families with no connection to Judaism.**
- **We strive to create the comfort and belonging of home, a place where our patrons and staff would like to return. We offer a safe, respectful, and secure environment for our families and employees.**
- **For further information, please visit [www.jccmw.org](http://www.jccmw.org)**

**CHALLENGES AND OPPORTUNITIES**

This is an exciting time to join the JCCMW. At the start of 2022, the Board of Directors hired a new CEO, Elise Dowell. Now almost two years into her tenure, Elise has brought significant improvements to the staffing and leadership of the JCCMW, significant growth to funding and enrollment, and brings a wealth



of experience and leadership skills to the role herself. She is eager to shepherd JCCMW through the next iteration of this beloved community organization that will involve a combination of renovation, expansion, and increased fundraising.

JCCMW is poised to expand through increased offerings both onsite and through satellite locations and is fortunate to have a very talented and dedicated staff of experts in a variety of program areas including—pre-school, special education, dance, gymnastics, aquatics, adult programming, and more.

With a 7-acre campus, 100+ programs each week, and 250+ staff members, the Chief Program Officer will provide supervision, partnership, guidance, and strategic direction to all the program directors of each of our core business units. Each program requires different oversight, budgetary controls, compliance with regulations, strategy, and support. The CPO will hold a key role on the senior management team, as a thought leader who advises the CEO and as a representative/advocate for various program interests, all with a vision informed by the organizational mission.

### **ESSENTIAL JOB FUNCTIONS**

- Supportive and effective manager, with the ability to supervise very different and specialized business units.
- A leader who understands the value of “showing up” to support colleagues and team members, someone who is responsive to time sensitive issues and has the capacity to think strategically and long term.
- Communicates in a clear and sophisticated manner (verbal, written, presentation) commensurate with this key, cross-departmental role.
- Models relationship-building, professionalism and team-building skills in all interactions with staff and members of the community.
- Ensures financial success and growth through strong budgeting controls and target metrics. Financial fluency is key.
- Fosters a climate of professionalism, respect, and collaboration.
- Maintains effective communication with colleagues and CEO.
- Prepare statistical, analytical, and narrative reports as needed, including reports to committees, the Board of Directors, and the CEO.

### **REQUIRED QUALIFICATIONS**

- Bachelor’s degree in related field.
- Seven+ years of program management/supervision experience in one more of the following areas: strategic planning, program management, and/or education.
- Experience in multiple fields of work that comprise this portfolio, either in early childhood education, fitness, dance, gymnastics.
- Ability to communicate simple and complex messages in person, over email, in formal correspondence, and as a public speaker in a clear, professional, and concise manner.
- Strong understanding of and experience coordinating marketing strategy and eagerness to partner with marketing team.
- Strategic and entrepreneurial mindset and the ability to adapt to changing business landscapes.
- Strong time management, executive function, and problem-solving skills.



- Commitment to excellence and high standards; natural affinity to detail but with ability to balance perfection with common sense.
- Ability to work independently.
- Friendly, collegial, and professional approach to the workplace.

#### **COMPENSATION AND BENEFITS**

The salary range for this position is \$140-\$150k and JCCMW provides an excellent benefits package, including medical, dental, and vision insurance, plus 30-35 days of paid time off (includes vacation, secular, and Jewish holidays), sick days.

#### **WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY**

JCCMW recognizes that our team's diversity is critical to our organization's success. We strongly encourage applicants from all cultures, races, religions, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.

As an Equal Opportunity Employer, JCCMW will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other category protected by law.

#### **APPLICATION INSTRUCTIONS**

To apply, nominate others, or obtain further information, please contact the executive recruiting firm assisting the JCC of Mid Westchester in this search:

Thom Hamill, President  
[thomhamill@gmail.com](mailto:thomhamill@gmail.com) or 917-566-8578 (call/text)  
**WealthRight Partners Inc.,**  
70 Garth Road, Scarsdale, NY 10583  
**SEND RESUME VIA E-MAIL**