



The Jewish Federation of Greater Washington seeks applications and nominations for the position of Chief Financial and Administrative Officer. [The Jewish Federation of Greater Washington](#) envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, Federation works to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action.

**Position Summary:**

Reporting to the CEO, Gil Preuss, the Chief Financial and Administrative Officer (CFAO) will be an integral member of Federation's internal Executive Leadership team, responsible for the oversight of essential administrative and financial aspects of the business. The CFAO is a key strategic partner to Federation's professional leadership and volunteer leadership.

The CFAO is a newly created role established to synthesize the administrative, financial, and essential business functions of Federation under one purview. The CFAO will be responsible for the strategic oversight of finance and business operations, to include building operations, IT, community security initiatives, events, and in-house counsel. This leader is responsible for harnessing the talents of Federation's finance and administration professionals, building and managing a strong, collaborative team.

The CFAO will play an integral role in advancing the mission of Federation. They will lead a transformation in a number of key functional areas to create scalable systems and processes across the organization. They will be both an expert in finance as well as a strategic leader responsible for improving operational synergies through systems implementation and refinement. Crucial to success, the CFAO will interface and partner with lay leadership on key administrative and financial aspects of the organization. This person will achieve success by leveraging an incredible brand platform and working collaboratively across stakeholder groups to achieve impact for the diverse and vibrant Jewish community in the Greater Washington region.

The full position description is available here: <https://heidrick.app.box.com/file/754435116105>

Nominations and expressions of interest can be directed to: J.J. Cutler ([jcutler@heidrick.com](mailto:jcutler@heidrick.com)) and Kaley Palanjian ([kpalanjian@heidrick.com](mailto:kpalanjian@heidrick.com)) of Heidrick & Struggles, International, Inc.