

**Job Description**  
**Director of Community Security**  
**Jewish Federation of Northern New Jersey**

**Department:** Community Planning  
**Reports To:** Chief of Staff  
**Status:** Full-time Exempt Position  
**Location:** Northern New Jersey

**Background info:**

Jewish Federation of Northern New Jersey is a non-profit philanthropic organization dedicated to creating a vibrant Jewish community in northern New Jersey. Federation cares for those in need, deepens engagement in Jewish life, and strengthens the bonds among Jews in northern New Jersey area, in Israel, and around the world. Our primary functions are community planning and allocations, financial resource development, and leadership development.

**Position Summary:**

Reporting to the Chief of Staff, the Director of Community Security will provide direction and maintain oversight for the organization, development, management and monitoring of the northern New Jersey Jewish community's security operations and programs, including emergency and disaster response plans. The Director will provide leadership and strategic direction to ensure the safety and security of all members of the community, including staff, guests and visitors accessing community services, programs, and facilities. The Director of Community Security will work closely with local law enforcement, Federation leadership, Security Consultant(s), and community agencies. In addition, the Director will serve as a liaison during crisis response and mitigation efforts, assisting local incident commanders and/or serving as an incident commander during crisis response and mitigation efforts if requested and/or required.

**Responsibilities:**

- Plan, analyze, and/or oversee matters of security and incident response for Jewish Federation of Northern New Jersey.
- Serve as an expert security advisor, liaison, training coordinator/provider, and resource for local partners to include local, state, and regionally located federal law enforcement, as well as non-profit, public, private, and other stakeholder organizations, on community safety and security matters including physical and cyber issues.
- Develop and effectively communicate strategic vision and plan to meet the community's long-term security needs and interests and develop strategies towards achievement of that vision.
- Develop, manage, and effectively communicate strategies and policies to assess and mitigate risk, manage incidents, maintain continuity of operations, and safeguard Jewish

Federation and other Jewish community organizations, for both short-term and long-term needs.

- Review existing security plans of Jewish Federation of Northern New Jersey, its partner agencies, and other Jewish community organizations. Recommend upgrades/improvements in security operations, protocols, and procedures where needed. Reevaluate plans as needed.
- Perform audits of safety and security compliance at community agencies, synagogues, and schools.
- Design, provide, and/or coordinate security-related training and education for Federation, partner agencies, synagogues, schools, and other community organizations on request and/or through self-initiated programs.
- Develop and manage security policies, procedures, recommendations, and standards to ensure compliance with applicable security laws, regulations, and privacy legislation as appropriate.
- Monitor intelligence related to terrorism and public safety. Analyze threat information and intelligence from local, national, international, and Israeli news and media, as well as intelligence network communication locally and abroad, and disseminate throughout the community as needed.
- Identify and implement an emergency communications system to ensure timely notifications to appropriate organizations of security incidents.
- Receive and conduct initial investigations matters impacting the Jewish community's safety and security. Conduct routine fact-finding research, using established contacts, and developing sources as appropriate. Coordinate with law enforcement and/or county prosecutors' offices.
- Develop effective partnerships and coordinate with local, state, and federal law enforcement and emergency management agencies, as well as any other stakeholders, to ensure the community's safety.
- Meet with law enforcement and public safety representatives and attend meetings of organizations concerning security matters.
- Assist agencies and synagogues by reviewing grant applications for security related programs. Assist with screening vendors recommending equipment.
- Collaborate with other Federation staff members.
- Anticipate future security trends and develop and ensure implementation of suitable community-wide risk-mitigation strategies.
- Consult with and/or coordinate security for major events in the community.
- Carry out additional relevant responsibilities as required.

**Qualifications and Skills:**

- Minimum 10 years law enforcement, corporate, government, or related homeland security experience.
- Dynamic, results-oriented individual, with highest degree of personal integrity, and able to pass a background check.



- Proven success in problem solving, collaboration, and developing working relationships with security professionals and colleagues.
- Blend of strategic, tactical, and diplomatic acumen.
- Broad-based knowledge of security policy, investigations, physical security standards, and emergency management.
- Ability to develop organizational plans, evaluate personnel and assignments, and provide direction.
- Proficiency in computer applications including Microsoft Office Suite, including PowerPoint.
- CPP or PSP certification desired.
- Ability to communicate effectively both orally and in writing.
- Strong organizational skills and attention to detail.
- Capacity to manage confidential information.
- Ability to work independently, creatively, and flexibly in a dynamic environment.
- Knowledge of local Jewish community, and/or Jewish traditions and customs, a plus.
- Flexibility to work evenings, holidays, and some Sundays, including being on call.
- Valid driver's license and passport.