



Chief Financial & Administrative Officer



Minnesota JCC

COMPENSATION

\$160,000 - \$175,000 + Annual Incentive Opportunity

Applications will be accepted until May 1, 2026.
All applicants must [apply online here](#).

PRESENTED BY:

ballinger | leafblad

Minnesota JCC

Chief Financial & Administrative Officer

Ballinger | Leafblad is honored to partner with the [Minnesota JCC](#) on the search for its next Chief Financial and Administrative Officer. This leader will oversee the organization’s core administrative functions—including Finance, Human Resources, Technology, Security, Facilities, and Administrative Support ensuring strong systems, sound financial stewardship, and operational excellence across the enterprise. Working closely with the CEO and senior leadership team, the CFAO will help guide the JCC through its next chapter by strengthening infrastructure, supporting strategic decision-making, and aligning internal operations to best serve a vibrant and growing community.



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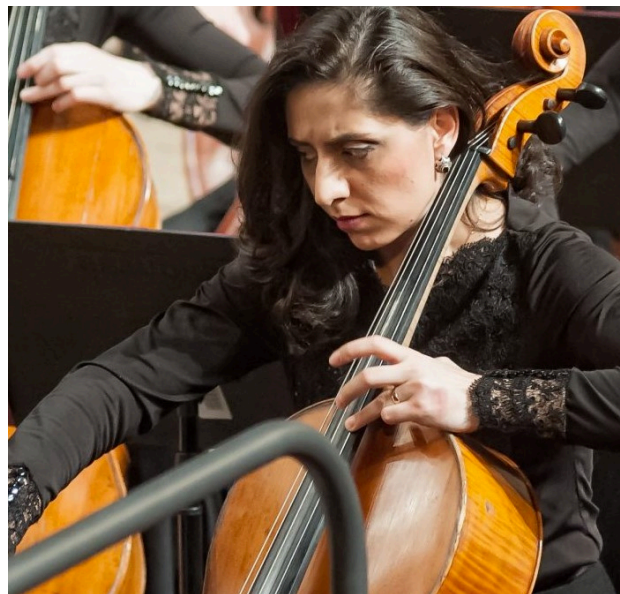
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OVERVIEW

For a full century, the JCC has been a cornerstone of community life in Minneapolis and St. Paul, enriching lives through a broad range of programs and services—from Early Childhood Education and Summer Camps to Health & Wellness, Recreation, Inclusion, Youth and Teens, Supportive Services, Adult Enrichment, Inclusion Programming and Jewish Arts & Culture. With two locations and a dedicated camp property, the JCC serves nearly 10,000 people annually. Backed by a \$17.6 million operating budget and nearly \$50 million in assets, the JCC remains a vital, thriving institution committed to community, connection, and impact.

MISSION

Inspired by Jewish values and culture, we ignite the human spirit through programs and services that promote well-being, foster inclusivity and strengthen the entire community.



VALUES

The J is for Everyone

We create spaces and opportunities where people feel safe, seen, and connected. When everyone belongs, our entire community grows stronger.

We Adapt for the Greater Good

We are rooted in purpose and flexible in approach. We are responsive to today and ready for tomorrow, even when the path ahead isn't completely clear.

We Show Up Strong

We meet the moment. We take pride in what we deliver and how we deliver it. We aim high, prepare, and follow through, because people are counting on us.



CHIEF FINANCIAL & ADMINISTRATIVE OFFICER

POSITION SUMMARY

The Chief Financial and Administrative Officer (CFAO) is a key member of the executive leadership team and a strategic partner to the CEO, responsible for leading Finance, Human Resources, Technology, Safety, Facilities, and Administrative Support. This role sits at the center of how the organization operates, ensuring strong financial stewardship, effective systems, and aligned infrastructure that enable the Minnesota JCC to deliver on its mission.

This is an opportunity for a leader who is both strategic and operational, someone who can bring clarity to complexity, strengthen core systems, and build a cohesive administrative function that supports a dynamic, community-centered organization.

BEING PART OF OUR EXECUTIVE LEADERSHIP TEAM MEANS THAT YOU WILL:

- **Shape the future of the MN JCC.** We lead collaboratively, and you will be a key thought partner in decisions that drive mission fulfillment and long-term impact.
- **Influence our organizational culture.** As an executive leader, you will model and reinforce values that promote accountability, equity, transparency, and belonging.
- **Tackle enterprise-level opportunities and challenges.** Your work will span beyond your departments to influence how we grow, adapt, and sustain the JCC's success.
- **Serve as an internal and external ambassador.** You will represent the JCC with staff, Board, partners, funders, and the broader community.



NATURE OF THIS ROLE

This role blends strategic leadership with active engagement in the organization's financial operations. The CFAO will serve as a key member of the executive team while staying close to the details and ensuring strong, reliable accounting, reporting, and control processes.

With solid foundations in place, there is a meaningful opportunity to strengthen systems, improve integration, and bring greater consistency across functions.

This role is well-suited for a leader who is energized by both building and leading, and who takes ownership for creating clarity and structure.

QUALIFICATIONS

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- Bachelor's degree in Accounting, Finance, or Business Administration
- Minimum 7–10 years of progressively responsible experience in financial leadership, including CFO or senior-level finance roles – ideally in a nonprofit setting
- Comfortable operating in a mission-driven, community-focused, and values-based environment
- Demonstrated experience supervising diverse operational departments
- Excellent communication skills — able to explain complex financial topics to both finance and non-finance stakeholders
- Strong organizational and strategic thinking skills with a bias for action
- Strong knowledge of GAAP, budgeting, forecasting, financial analysis, AI and risk management
- Experience leading audits, managing cash flow, and ensuring regulatory compliance
- Proficiency in financial systems and the ability to implement or upgrade systems and processes
- Willingness to transform the organization through adaptation of AI

PREFERRED QUALIFICATIONS

- CPA, MBA
- Experience working in nonprofit organizations, especially those with complex programmatic and revenue structures (e.g., fee-for-service, fundraising, grants)
- Experience with department-based accounting
- Understanding of or willingness to learn Jewish culture and values, and how they inform organizational decision-making

LEADERSHIP QUALITIES

- Steady and grounded in complexity
- Balances rigor with strong relationships
- Clear and direct, willing to say no
- Prioritizes effectively
- Consistent focus on forward progress

WHAT SUCCESS WILL LOOK LIKE

Success in this role will be defined by bringing greater clarity, consistency, and cohesion to the organization's financial and administrative functions.

The CFAO will establish a trusted and reliable finance function that delivers timely, accurate information and supports leaders in understanding performance and making decisions. This is a hands-on leadership role, requiring active engagement in financial operations to ensure strong accounting, reporting, and control processes.

Over time, the CFAO will strengthen the integration of systems, workflows, and teams, creating a more unified and effective operating environment. They will also help shift finance into a more proactive partner, contributing to planning and supporting the organization's long-term direction.

Success will be reflected in an environment where teams trust the numbers, understand expectations, and are supported by strong administrative infrastructure.

IDEAL CANDIDATE

YOU ARE THE IDEAL CANDIDATE IF YOU BRING:

- **Financial leadership and strategy.** You are an experienced CFO or senior finance leader, confident in managing budgets, forecasting, audit, risk, and long-term financial planning.
- **Operational leadership across functions.** You are a strong operational generalist who knows how to build cross-functional teams and drive high performance across multiple disciplines.
- **Ownership and accountability.** You work with a strong sense of responsibility and take ownership for outcomes.
- **Decisiveness and initiative.** You are confident in making decisions and move work forward with urgency and clarity.
- **Entrepreneurial mindset.** You embrace change and see opportunities to improve systems, processes, and performance.
- **Systems thinking.** You see the big picture, connect relationships across the organization, and design processes that work well for people.
- **Communication and influence.** You are a clear communicator who can collaborate, coach, and build trust with stakeholders at all levels.
- **Leading through change.** You guide teams through change with steadiness, empathy, and clarity.
- **Data-informed decision making.** You use financial and operational data to guide decisions and evaluate performance.
- **Appreciation for Jewish community and values.** You bring, or are open to developing, a deep appreciation for Jewish culture and values that form the foundation of the JCC community.

MANAGEMENT RESPONSIBILITIES

This position reports to the CEO.

Direct report include:

- Accountant
- Accounts Payable & Payroll Administrator
- Accountant (Part time)
- Director of Human Resources
- Director of Technology
- Senior Director of Safety and Facilities





Compensation & Benefits

\$160,000 - \$175,000 + Annual Incentive Opportunity

- Excellent health and retirement benefits
- Free fitness membership
- Discount on our wide range of programs including early childhood, summer camp, and enrichment
- The opportunity to be part of a mission-driven team, rooted in community, belonging, and impact

WHERE THE WORK HAPPENS

This role is based primarily on-site at our Saint Paul and Minneapolis locations, with some flexibility as appropriate. The environment is fast-paced and dynamic, with frequent in-person interactions, shifting priorities, and occasional interruptions. Success in this position requires high energy, adaptability, a growth mindset, and a solutions-focused approach.

The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made based on merit and the needs of the organization.

The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, gender identity, gender expression, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

To Apply

All applicants must [apply online here](#).

To apply, a resume and cover letter are required for consideration.

We strive for a transparent and supportive process, starting with an initial review of applications, followed by exploratory conversations with qualified candidates, in-depth interviews, and open communication throughout. There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications.

All inquiries will be handled with strict confidentiality, subject to standard recruiting practices and any applicable legal disclosure obligations.

For more details or questions, inquiries may also be directed to Jamie Millard, jamie@ballingerleafblad.com.

Applications will be accepted through May 1, 2026, or until the position is filled. Review of materials begins immediately. **We encourage early application.**

Ballinger | Leafblad Search Team

Our collaborative search model is led by partners who bring deep expertise in executive recruitment, stakeholder engagement, strategic communications, and search execution. With a disciplined, relationship-centered approach and strong operational rigor, we ensure a seamless process and a successful outcome for every search.



Lars Leafblad

Co-Founder & Partner



Jamie Millard

Managing Partner



Damon Shoholm

Partner



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ABOUT BALLINGER | LEAFBLAD

Founded in 2014, Ballinger | Leafblad is a civic-focused executive search firm driven by a passion for strengthening leadership in mission-driven organizations. Rooted in partnership and a deep connection to the communities we serve, we specialize in matching organizations with exceptional leaders who align with their values and vision. Our approach is relationship-centered and designed to foster meaningful, long-term impact.

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