



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Chief Information and Technology Officer

STATUS: Full Time, On-Site

If you are interested in being part of the senior leadership team of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who is passionate about fostering a supportive environment and empowering our staff through technological advancements at our dynamic, multi-functional organization.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit; charitable organization deeply rooted in Jewish values and tradition and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

We are seeking a strategic and hands-on CITO to lead the vision and holistic implementation of information/data management and technology aligned with the organization's mission and strategic goals. An ideal candidate is a creative thinker who can identify and advance technology to create efficiencies in operations, engage members, expand brand, increase community impact, grow revenue and reduce costs. This includes developing and executing strategies, managing resources, ensuring data security and compliance, identify and coordinate data management tools, and fostering a culture of technological integration and advancement. The CITO will be a key member of the JCC senior management team, oversee a staff of 3 FTE and vendors, and integrate with all programmatic and operational functions and departments. The ideal candidate will have a passion for supporting mission-driven work and the expertise to build and execute an innovative IT strategy that drives efficiency, enhances security, and supports organizational growth.

RESPONSIBILITIES AND OPPORTUNITIES

1. Strategic IT Leadership & Vision:

- Lead the development and execution of the JCC's overall technology strategy, ensuring it supports current and future organizational needs with exceptional integration with marketing and CRM.
- Partner with senior leadership and department heads to integrate IT initiatives into broader organizational strategies and objectives.

2. Information Management & Data Strategy:

- Collaborate with key stakeholders to optimize the full set of agency's internal and customer facing applications and data tools, enhancing the JCC's outreach and engagement efforts and optimizing the member experience on apps and website while ensuring accuracy, security, and integrity of information.
- Develop and implement strategies for improving data-driven decision-making across the organization.

3. Technology Infrastructure & Operations Management:

- Oversee the JCC's technology infrastructure ensuring continuous availability, ensuring reliable, secure, and cost-effective operations across all systems and networks.
- Manage the implementation of enterprise solutions and cloud strategies to optimize scalability, performance, and flexibility.

4. Cybersecurity & Risk Management:

- Evaluate, implement, and enforce comprehensive cybersecurity policies and disaster recovery plans to protect sensitive data and critical systems.
- Ensure system to proactively monitor IT systems for vulnerabilities and threats, ensuring effective incident response and risk mitigation.

5. Team Leadership & Development:

- Lead and mentor a team of IT professionals and vendors, fostering a collaborative, supportive, innovative, and growth-oriented work environment.
- Ensure training, development, and support for staff to effectively utilize technology and contribute to the organization's success.

6. Vendor & Contract Management:

- Manage relationships with external IT vendors, consultants, and service providers to ensure high-quality service and cost-effective delivery and alignment with the JCC's goals and budget.

7. Leadership Team Collaboration:

- Serve as a trusted advisor to executive leadership on technology and information innovation, advancement and security matters.
- Collaborate with all departments to align IT strategy with organizational priorities, including marketing, fundraising, and program operations.

8. **Customer Service & End-User Support:**

- Oversee the Help Desk function, ensuring timely, effective and quality resolution of IT-related issues for JCC staff, customers, and stakeholders.
- Ensure resources for basic operational functions for individual professional use and programmatic/operational implementation.

QUALIFICATIONS & SPECIALIZED SKILLS

- **Education:** Bachelor's degree in Computer Science, Information Technology, Cybersecurity, or a related field. Advanced degrees or certifications in relevant areas (e.g., CISSP, CISM) are a plus.
- **Experience:** A seasoned information and technology management professional with experience necessary to establish and manage to a vision for our broad agency. A strong knowledge in infrastructure management, information security, application software and data strategy. Previous experience in a nonprofit or mission-driven environment is preferred along with understanding or experience of multi-functional organizations. Experience with Salesforce/Traction Rec a plus.
- **Leadership:** Proven ability to lead, mentor, and inspire teams, with strong presence, communication and interpersonal skills to collaborate across all levels of the organization.
- **Technical Expertise:** In-depth knowledge of IT infrastructure, cloud computing, website maintenance, enterprise software systems, cybersecurity protocols, and data management.
- **Problem-Solving:** A resourceful, hands-on approach to technology management, with the ability to balance strategic planning with practical implementation.
- **Budget & Vendor Management:** Experience in managing budgets, negotiating contracts, and optimizing resources to reduce costs while maintaining quality service delivery.
- **Passion** for working in a nonprofit setting, aligned with the JCC's mission to create community and support social good.
- Ability to think **creatively** and strategically to implement technology solutions that enhance organizational performance and engagement.
- A collaborative, transparent **leadership** style that builds trust and fosters a culture of inclusion and innovation.

SALARY RANGE: \$155,000-\$175,000. Commensurate with experience.

BENEFITS

Complimentary JCC family or Individual membership

Employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance
403b employer contribution
FSA/HSA options
Life insurance
long-term disability

This job description is not intended to be all-inclusive, and the Chief Information and Technology Officer will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send cover letter and resume to Shani Waismel Stein at: recruiting@jccotp.org