



**Position:** Director, Community Security  
**Reports to:** Chief Financial Officer (CFO)  
**FLSA Classification:** Exempt  
**Department:** Finance/Campus Operations  
**Full/Part Time:** Full-time

**Organization Summary:**

Jewish Federation of Palm Beach County is a 501(c)3 nonprofit organization dedicated to transforming, inspiring and saving lives in the Palm Beaches and 70 countries around the world. Each year, Jewish Federation inspires thousands of community members to contribute, volunteer and participate in programs that generate more than \$30 million to leading a powerful impact in the community.

**Position Summary:**

The Director of Community Security will provide direction and maintain oversight of the Jewish Federation of Palm Beach County's community security and preparedness operations, programs, and initiatives, including emergency and disaster response plans. The Director will provide leadership and strategic direction to ensure the safety and security of all staff, guests and visitors accessing community services, programs, and facilities.

The Director, Community Security reports to the Chief Financial Officer and will work closely with the Chief Executive Officer, Federation leadership, Director of Facilities, Security Consultant(s), and Federation's Safety and Security Committee.

**Essential Duties and Responsibilities:**

- Develop and implement effective strategies and policies to assess and mitigate risk, manage incidents, maintain continuity of operations and to safeguard the Jewish Federation and related organizations.
- Responsible for planning, examining, analyzing, and/or overseeing matters of security and incident response for Jewish Federation of Palm Beach County.
- Review existing security plans of the Jewish Federation of Palm Beach County, its partner agencies and other Jewish community organizations. Recommend upgrades/improvements in security operations, protocols and procedures where needed.
- Perform audits of safety and security compliance related performance at community agencies.
- Assist agencies in the procurement of security equipment; identify opportunities to consolidate purchases among multiple agencies where appropriate.
- Design and provide and/or coordinate training and education for Federation, partner agencies, synagogues, and other community organizations.
- Assess local, national, and international threat information and intelligence, and disseminate actionable intelligence and information as needed.
- Review intelligence reports and relevant information regarding security situations in the Jewish community, Israel and around the world. Notify the community via reports and electronic communications concerning threats or relevant security situations.
- Conduct preliminary investigations of threats or unusual interest cases.
- Build relationships and coordinate Jewish community security protocols with local law enforcement, fire departments, along with state, federal other related security, preparedness, and response agencies.
- Meet with public safety representatives and attend meetings of organizations concerning security matters.
- Convene Federation's Safety and Security Committee.
- Confer with agencies and synagogues on writing, submitting, and reviewing grant applications.
- Monitor grant projects and assist with screening vendors recommending equipment as noted in assessments.
- Collaborate with other Federation staff members.



- Other duties as assigned.

**Qualifications and Success Factors:**

- Bachelor's degree required.
- Ten or more years of law enforcement required preferably with FBI/Homeland Security/Secret Service or similar or equivalent combination of relevant education, experience, and skills required.
- Broad-based knowledge of security policy, investigations, physical security standards, and emergency management required.
- Candidate must possess (or obtain within 45 days of hire) current and valid licensing from the State of Florida to operate as armed security including any specialized licensing associated with operating as armed security at an educational institution or authorization to be armed as a present active duty/active reserve/honorably retired with carry privileges law enforcement certification.
- Excellent organizational and communication skills.
- Excellent time management skills to handle multiple priorities while keeping the team informed.
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills required.
- Dynamic, results-oriented individual, with highest degree of personal integrity.
- Ability to perform duties in a professional manner and appearance.
- Ability to develop and monitor a budget.
- Balance need for collaboration with team members and stakeholders with ability to work independently, under tight deadlines with the capacity to take direction and implement the most effective solutions.
- Willing to travel both in the United States and overseas.
- Must be able to pass Level 2 background check.
- Must maintain valid Florida driver's license.
- Must maintain valid passport.
- Must be able to work off-shift hours including nights and weekends, as needed.

**Work Environment:**

Position is eligible to work from home **occasionally** in accordance with Federation policies. When working from home, employee must:

- Follow all Federation policies and procedures,
- Be available to other employees during Federation's normal business hours,
- Not work from a public place (e.g. coffee shop, library, etc.) and/or join a public, unsecure wi-fi network when working with sensitive or confidential information,
- Coordinate with IT department to maintain appropriate computer equipment and connectivity.

***The Jewish Federation of Palm Beach County is an Equal Opportunity Employer.***

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time at the Federation's discretion. Employment is at-will, and this job description is not an employment contract and nothing herein shall be deemed to create in any way whatsoever an employment contract.

To apply online, please visit our career's [page](#). Or email your resume and cover letter to: [HRrsvp@jewishpalmbeach.org](mailto:HRrsvp@jewishpalmbeach.org).

**NO CALLS, PLEASE.**