

Position: Director of Community Security

Reports to: Vice President of Technology and Campus Operations

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 of Jewish Community Security will work closely with Federation Leadership, the Director of Facilities, Security Consultant(s) and the Federation's Safety and Security Committee.

Essential Duties and Responsibilities:

- Responsible for planning, examining, analyzing, and/or overseeing matters of security and incident response for Jewish Federation of Palm Beach County.
- Develop and implement effective strategies and policies to assess and mitigate risk, manage incidents, maintain continuity of operations and safeguard the Jewish Federation and related organizations.
- 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 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.
- 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 for security related programs. Monitor grant projects and assist with screening vendors recommending equipment as noted in assessments.
- Collaborate with other Federation staff members.

Qualifications and Success Factors:

The ideal candidate will have demonstrated skills, knowledge and experience in the following areas:

- The ability to communicate effectively both orally and in writing.
- Perform duties in a professional manner and appearance.
- Write required reports and prepare presentations.
- Basic computer skills with Microsoft Office suite and other industry-driven software.
- Develop and monitor a budget.
- Make independent decisions with good judgment and within guidelines and procedures.
- Dynamic, results-oriented individual, with highest degree of personal integrity.
- Track record of success in handling people and problems.
- Blend of strategic, tactical and diplomatic acumen.

- Ability to develop organizational plans, evaluate personnel and assignments, and provide direction.
- Willing to travel both in the United States and overseas.
- Willing to work a flexible schedule which may include holidays and weekends, including being on call.
- Ability to effectively work with and support leadership and line volunteers.
- Understand the concept of servant leadership.

Minimum Requirements

- Twenty (20) years of law enforcement, or ten (10) years law enforcement experience with college degree or ten (10) years FBI/Homeland Security/Secret Service experience.
- Broad-based knowledge of security policy, investigations, physical security standards, and emergency management.
- A valid driver's license.
- Valid passport.

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