



Development & Operations Officer – Friends of JNF Canada, Central Region

Location: Hamilton or Toronto

Employment Type: Full Time

Background:

Friends of JNF Canada is a registered Canadian charity, carrying forward the legacy of generous Canadian donors, continuing decades of support for the people of Israel. At this profound time in Israel's history, we are building on the enduring connection between Canada and Israel, a country so deeply rooted in the collective Jewish identity. With a strong understanding of Israel's charitable needs, we support projects that improve the lives of vulnerable communities, support the mental and physical health of Israelis, and enhance environmental sustainability. We are dedicated to supporting resilience and renewal for a brighter Israel, together.

Position Summary:

Reporting to the Deputy Executive Director of the Central Region, the Development & Operations Officer plays a key role in supporting both fundraising initiatives and the operational effectiveness of the organization. This role balances donor engagement and campaign execution with strong administrative, coordination, and data management responsibilities that are essential to the success of all development activities.

The ideal candidate is highly organized, detail-oriented, and proactive—comfortable supporting fundraising efforts while ensuring excellence in internal systems, processes, and day-to-day operations. The Officer works closely with senior leadership, volunteers, and stakeholders to support campaigns, strengthen donor relationships, and ensure seamless execution of all development activities.

Specific Responsibilities

1. Fundraising & Donor Relations

- Support the identification, cultivation, and stewardship of donors and corporate sponsors
- Assist with donor outreach, meeting coordination, and follow-ups
- Maintain and support a portfolio of donors with guidance from leadership

- Help prepare tailored proposals and sponsorship materials
- Ensure timely and professional donor communications

2. Campaign Execution & Support

- Support execution of fundraising campaigns (annual, emergency, and special initiatives)
- Assist in developing campaign timelines and tracking deliverables
- Monitor donor activity, pledges, and campaign progress
- Provide administrative and logistical support to campaign initiatives
- Contribute to donor growth strategies and engagement efforts

3. Events & Community Engagement

- Coordinate logistics and execution of fundraising events and community initiatives
- Liaise with vendors, venues, and internal teams to ensure smooth delivery
- Support volunteer coordination, including scheduling and communications
- Represent the organization at events and in the community as needed

4. Operations, Administration, & Data Management

- Maintain accurate donor records, pledges, and engagement history in CRM systems
- Ensure timely processing, reconciliation, and reporting of donations
- Build and maintain campaign tracking tools, dashboards, and reports
- Coordinate with finance on reporting, deposits, and compliance requirements
- Manage donor acknowledgements, tributes, and correspondence
- Support scheduling, meeting coordination, and internal documentation
- Ensure strong data integrity, organized systems, and efficient workflows
- Provide general administrative support to ensure smooth day-to-day operations

5. Stakeholder Coordination

- Serve as a point of contact for donors, volunteers, and internal teams
- Coordinate with marketing to ensure timely delivery of campaign materials
- Support leadership with meeting preparation and follow-up
- Collaborate across departments to align fundraising and operational priorities

Candidate Qualifications

Key Competencies & Traits:

- Strong organizational and administrative skills
- Detail-oriented with a high level of accuracy

- Effective communicator with strong interpersonal skills
- Proactive and reliable with strong follow-through
- Comfortable supporting fundraising initiatives and donor engagement
- Team player who thrives in a collaborative, fast-paced environment

Qualifications & Experience:

- 2–5+ years of experience in fundraising, administration, or nonprofit operations
- Experience supporting campaigns, events, or donor relations
- Strong written and verbal communication skills
- Excellent knowledge and use of Microsoft Office
- Experience with CRM/fundraising databases (e.g., Raiser’s Edge) preferred
- Ability to manage multiple priorities and meet deadlines
- Knowledge of the local community is an asset

Working Conditions

- Some evening and weekend work required
- Occasional travel within Southern Ontario required to support events, donor meetings, and community engagement

Office Location

Location of work is either:

1605 Main St W., Hamilton, ON L8S 1E6 OR

1120 Finch Ave W #400, North York, ON M3J 3H7

To Apply

Please submit your resume and cover letter to humanresources@friendsofjnfca.org.

Only qualified candidates will be contacted. No phone calls please.