



London Jewish Federation

Job Description

The London Jewish Federation (London Ontario) is currently recruiting for a full-time Executive Director. The main role of the Executive Director will be to direct and motivate staff, provide leadership and strategic direction, maintain the availability of funds and increase community involvement in the programs and activities of the London Jewish Community Centre ("JCC").

Responsibilities

- manage the Federation's operations to enhance the betterment of the London Jewish Community
- ensure and maintain the availability of funds for Federation's operations through fundraising events, grants, major gifts, endowments and planned giving
- research, prepare and submit grant proposals that match Federation's funding requirements
- develop the strategic plan for the annual United Jewish Appeal ("UJA") Campaign
- organize leadership training for volunteers and for volunteer canvassers
- assist the executives of the Federation and the London Jewish Community Foundation in the development of planned giving strategies and Legacy/Endowment opportunities
- liaise with leadership of the community synagogues and Jewish organizations
- act as an ombudsperson to the broader London community
- supervise staff and manage human resource issues
- review program budgets, monitor organizational expenses and approve invoices
- ensure ongoing maintenance of the JCC and its various assets
- attend all Federation and UJA organized programs and events
- oversee content of jewishlondon.ca website, weekly community email and quarterly newspaper
- support Facilities Manager in management of the seniors' Village Apartments
- promote London Ontario and welcome those seeking to relocate to London

Qualifications

- Bachelor's Degree, Master's Degree preferred in a related field
- minimum 3 – 5 years' experience in a senior management role in the not for profit sector
- experience writing grant proposals and proven success in obtaining grants and funding
- excellent communication, time management, interpersonal and technical skills
- understanding of, and familiarity with, Jewish life and traditions in a small community
- effective leader and decision maker
- human resources management with strategic planning experience
- strong financial and business acumen
- ability to work evenings and Sundays, as required

If you feel you meet the above qualifications and have relevant experience, please forward your resume to the attention of Mr. Terry Marcus at marcust@marcus.on.ca by February 5, 2018.