

# **UJA Federation of Greater Toronto**

## **DIRECTOR, ISRAEL AND OVERSEAS**

**Toronto, one year contract**

### **Job summary:**

Working with the Chief Program Officer and the Managing Director, Israel and Overseas (based in Israel), the Director, Israel and Overseas (based in Toronto) will be responsible to provide support for the development, implementation and execution of UJA's programmatic initiatives and investments in Israel and Overseas. The Director will be the contact locally with Marketing, Fundraising, Budget and Allocations, Finance, Israel Engagement, and will be involved in the planning of missions and visits from partners both to and from Israel. The Director will be the professional supporting the Israel & Overseas Lay Committee.

### **Required Knowledge, Skills, and Abilities:**

- Post-secondary degree in a related field (finance, business administration, international business, social sciences)
  - Minimum 5 years' experience in Community engagement or program management in a not for profit organization
  - Deep knowledge of Israeli culture, norms and Jewish current affairs
  - Superior written and verbal communication skills with demonstrated ability to write proposals and reports, and to draft and deliver powerpoint presentations
  - Demonstrated project management experience including creation of detailed project plans, budget preparation and management, project communication to stakeholders, implementation process and evaluation of project
  - Strong research, problem-solving and presentation skills
  - Advanced computer and database management skills (Word, Excel, PowerPoint, Access, Project) and familiarity with donor tracking systems
  - Financial acumen with a strong ability to manage and administer budgets
  - Excellent planning and organizational skills with an ability to prioritize multiple projects
  - Excellent interpersonal skills and ability to establish, develop and maintain key relationships with multiple stakeholders
  - A self-starter able to work with minimum supervision
  - Ability to work effectively in a fast-paced, high-pressure environment
  - Familiarity with Toronto's Jewish community
  - Ability to travel overseas, as needed
  - Fluent in Hebrew
- ASSETS: experience living and/or working in Israel

**This is a one year contract with possibility of extension; located in Toronto  
Senior manager level salary.**

Please submit resume quoting **REF # DI&O-CCB-380 by August 8, 2017** to:  
[HFinder-Guttman@ujafed.org](mailto:HFinder-Guttman@ujafed.org)