



Jewish Federation OF EDMONTON

The Jewish Federation of Edmonton is recruiting!

POSITION: Chief Executive Officer

ORGANIZATIONS: Jewish Federation of Edmonton, Alberta; Edmonton Jewish Community Charitable Foundation; and, the Jewish Community Centre of Edmonton

THE POSITION

The Chief Executive Officer provides the overall leadership to, and management of, the organization. This includes providing the overall strategic vision and related plans for the organization, developing and managing the fund development activities including annual campaigns and other related fund development initiatives, management of all human and financial resources including day to day operations, overseeing good governance practice and structures, and lay leadership development and management, and community relations and development.

The CEO will report to the Executive Committee of the Board of Directors through the President. The CEO currently oversees a staff of 4 FTE, but that may fluctuate.

Specifically, the scope and responsibility of the CEO includes, but is not limited to the following:

Overall Responsibilities

The CEO is responsible for providing strategic direction to the Federation and its constituent organizations, including the Edmonton Jewish Community Charitable Foundation and Edmonton United Jewish Appeal.

Specific Responsibilities:

The CEO is responsible for the development of the financial resources of the organization, including the annual and long-term initiatives, to manage all aspects of the human (both professional and volunteers) and financial resources, and related allocations process, the marketing and communication strategy of the organization and to ensure excellent community and stakeholder relations. The CEO is also responsible to manage the day to day operations, programs and facilities. The CEO will liaise with national Jewish organizations and Israeli organizations.

CANDIDATE QUALIFICATIONS:

The CEO must be a strong, strategic, energetic, visionary leader committed to all aspects of community development.

Experience and Technical Competencies:

- Experience in a senior management position.
- A combination of business/managerial experience and exposure to or working within a not-for-profit organization in a volunteer and professional capacity.
- Appreciation of, and commitment to, Israel and Jewish values.
- Familiarity and experience with fundraising.
- Familiarity and experience with Jewish communities.
- A proven track record of effective staff management.
- Financial acumen.
- Ability to work nights and weekends and travel as needed.

Personal Characteristics:

- Outstanding interpersonal skills, able to build and maintain effective working relationships with a complex array of stakeholders.
- A team builder, able to inspire, influence, recruit and build credibility.
- Diplomatic, collaborative, respectful, and able to manage conflict.
- Extremely organized and capable of multi-tasking.
- Excellent communication skills, both verbal and written.
- Energetic, proactive, flexible, with a positive approach to work.
- Sound analytical and problem-solving abilities, with an ability to make decisions quickly.
- Impeccable integrity.
- Works well under pressure.

Education: University degree required.

Compensation: Commensurate with experience. A full benefits package is included. Salary range available on request.

CONTACT Please forward your resume and covering letter, together with 3 references (reference letters preferred) to steves@edjfed.org no later than September 8, 2020.