



JFS Edmonton is currently seeking an Executive Director – Permanent – Full Time

This is an exciting opportunity to join a well-respected community agency that has grown in status and stature over the last 60 years, and is looking to plan for a progressive future. Jewish Family Services (JFS) is a not-for-profit, inclusive, non-denominational social service agency. Our vision- "Help, With Heart"- embodies our agency, which provides services to individuals and communities in the Edmonton region regardless of ethnicity, national origin, religion, sexual orientation or identity, age, size, disability, or socio-economic situation.

Jewish Family Services provides strength and support to individuals and families in need. Services are provided under five key program areas: Integrity Counselling, Community Links, Edmonton Healing Centre for Grief & Loss, Seniors Making Age-Related Transitions, and Holocaust Survivor Support.

The Position

As the Executive Director, you will lead the charge as we build on our momentum to enhance our services, and provide new services in response to the ever-changing needs of our community.

We are seeking a dynamic and creative leader, building on your leadership experience in the not-for-profit sector, you will be accountable to ensure consistent achievement of the vision of the agency, and ensure that the organization has a relevant strategy and execution plan to meet agency goals. The Executive Director is accountable to the JFS Board of Directors.

Key responsibilities include program design and evaluation, fiscal management and fund development, staff management and leadership to, and representation of, the agency. Working with the Board of Directors, you will provide guidance and perspective to the development and execution of a progressive strategic plan for JFS. Other key responsibilities include:

- Utilizing a collaborative management style working with professional staff, oversee the running of the agency while fostering effective teamwork between the Executive Director and staff, and between the Board and the Executive Director
- Acting as professional advisor to the Board of Directors on all aspects of the organization's activities
- Ensuring the fiscal well-being of the agency through effective and sound budget management
- Identifying, assessing, and informing the Board of Directors of internal and external issues affecting the agency
- Representing the organization at community events and activities to promote and enhance the organization's community profile
- Engaging in community development with a focus on collaboration with partner agencies and organizations

Qualifications

- Degree in Social Services Administration or a related field such as Business, Community Development or Management of Non-Profit Organizations
- 5-10 years' proven leadership experience in a not-for-profit organization including managing a complex financial budget, strategic and business planning, and operational management experience (fiscal management, program design and evaluation, fund development and grant applications), and networking and collaborating with key stakeholders
- Experience in a management position with professional staff
- Experience working with vulnerable and marginalized populations and communities is an asset
- Equivalent combinations of education and experience may be considered

The Ideal Candidate will possess:

- Strong and effective networking and communication skills, with ability to identify and build collaborative partnerships to strengthen existing services and introduce new services
- Demonstrated capacity to develop and maintain positive relationships with internal staff, the Board, and external stakeholders
- Dynamic personality with strong innovative and forward-thinking skills
- Ability to embrace Jewish community, culture, values and traditions
- Strong organizational, analytical and decision-making skills
- Strong accounting skills, can work with numbers with ease.
- Demonstrated ability to manage multiple demands in a fast-paced environment
- Valid driver's license and vehicle

Note: The successful candidate will be required to obtain a satisfactory City Police / RCMP, Police Information Check Certificate, and any other checks as required.

We offer a competitive salary commensurate with qualifications and experience and a complete benefit package, including RRSP contributions

Please submit a cover letter and résumé to the Hiring Committee at edfsedmonton@gmail.com

Closing Date: 5pm Monday May 31th 2019
previous applicants are welcome to apply

No phone calls please. We thank all applicants for your interest, and we will endeavour to acknowledge all applications received. We will be in touch with those candidates demonstrating the best fit for the organization's needs. Resumes received will remain confidential.