

Position Profile



Executive Director

<https://theajc.ca/>

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BACKGROUND INFORMATION

The Organization

The Atlantic Jewish Council (AJC) has been the cornerstone of Jewish life in the Atlantic Canadian provinces (Nova Scotia, New Brunswick, PEI, and Newfoundland & Labrador) since 1975, acting as the organized Jewish community's representative and program/service provider for non-religious matters.

Headquartered in Halifax, with a staff complement of five full-time and three part-time employees as well as the support of over 100 volunteers across Atlantic Canada, the AJC works to advance strategic priorities including:

- Reinforcing regional identity and building a sense of Jewish community across Atlantic Canada;
- Strengthening Jewish identity amongst Jews in Atlantic Canada;
- Supporting and connecting Atlantic Canadians to Israel;
- Educating the wider community about the Holocaust and human rights;
- Helping those in need in the community;
- Fostering relationships with and representing Atlantic Jewry to all levels of government, academic institutions, and Jewish and general organizations at both the national and local level; and
- Educating the community of Atlantic Canada at large about Judaism.

AJC's national and international partners include:

- *The Jewish Joint Distribution Committee*: Provides food, healthcare, and social services to hundreds of thousands of poor and elderly Jews across the world.
- *The Jewish Agency for Israel*: Inspires Jews worldwide to connect with their people, heritage, and land by strengthening Jewish identity in youth in the Diaspora and Israel.
- *Jewish Federations of Canada – United Israel Appeal*: The umbrella organization for all Jewish Federations in Canada
- *The Centre for Israel and Jewish Affairs*: The advocacy agent of the Jewish Federations of Canada that, among other things, fights antisemitism across our country and fosters strong relationships between Israeli and Canadian leaders.

The AJC's annual campaign consistently raises between \$550,000-\$630,000. With an annual operating budget of approximately \$600,000, the AJC provides significant community programming, including Holocaust Education, an annual Jewish film festival, and educational programming for all ages. The AJC implements PJ Library, operates the local chapter of Hillel, fights antisemitism and engages in Israel advocacy. The AJC also grants scholarships through the Atlantic Jewish Foundation, provides local Jewish social services to those in need, funds projects in Israel, liaises with the community-at-large, and publishes a tri-annual magazine.



The Atlantic Jewish Community

The Atlantic Jewish Community is a small but vibrant, historic, and engaged community of 4,000 – 5,000 Jews with a mix of diverse age ranges including a large baby-boomer population and a growing population of children and young adults. There is also a group of immigrant families from Israel, many of whom were originally from the Former Soviet Union, who have settled in the region over the past decade. There are two synagogues in Halifax (Conservative & Orthodox) and several others across the region including one in each of Fredericton, Moncton, Saint John, Sydney, and St. John's Newfoundland. There are also additional Jewish community organizations in Prince Edward Island and St. John's, as well as Chabad Houses in Halifax and St. John's. The region's only historical Jewish historical museum is located in Saint John, NB. Camp Kadimah, an internationally renowned Jewish overnight camp which is owned and operated by the AJC, is located in Barss Corner, Nova Scotia and offers a Zionist camp experience to youth from the Atlantic communities as well as across Canada and around the world.

Halifax, Nova Scotia

The AJC is headquartered in Halifax, Nova Scotia, a charming city on the East Coast of Canada with a vibrant Jewish community of approximately 2,000 – 3,000 people.

An affordable, mid-sized city on Canada's east coast with a population of almost 500,000, Halifax is known for its friendly, welcoming residents, beautiful scenery on the Atlantic Ocean, and an easy-going atmosphere that's ideal for a balanced lifestyle far from the more frantic pace of larger cities.

Halifax has a blend of history and modern conveniences, is progressive and combines affordability with world-class experiences. Halifax welcomes thousands of young professionals and newcomers every year who fall in love with the east coast lifestyle. Its approachable size creates a tight-knit community. Housing prices are considerably less than most large centres in both Canada and the United States and the low crime rate and shorter commute times contribute to an enviable lifestyle. Halifax offers excellent housing opportunities, including apartments and condominiums for young professionals who want to live within walking distance to work as well as larger homes for families. Home to a community college and 5 exceptional universities, including medical and law schools, Nova Scotia has a thriving education and professional community.

No matter where you are in Halifax, you are never far from the ocean. The commercial heart of Halifax is on the water, along with one of the world's longest harbourfront boardwalks. It's only a short getaway from downtown to scenic coastal villages like Peggy's Cove. Enjoy water sports like sailing, paddling, deep-sea fishing and surfing. Halifax is considered a global destination for cold water surfing. Halifax has a moderate winter climate which also allows for activities include skiing and skating.

In 2020, the city's safety measures also made it relatively safe during a pandemic. Halifax and the province of Nova Scotia experienced a low COVID-19 case count thanks to closed borders, and the willingness of residents and businesses to adhere to safety measures designed to keep virus infection rates low.



POSITION SUMMARY

Position Title:	Executive Director
Location:	Halifax, Nova Scotia
Reports to:	Board of Directors
Reports:	Director of Community Engagement, Controller, Director of Youth & Young Family Engagement, Director of Hillel Atlantic Canada, Director of Jewish Family Services, plus part-time students and term positions

The AJC has an exceptional opportunity for a passionate, visionary executive with strong community building, fundraising and strategic management skills to lead a small but dynamic Jewish community. The AJC is seeking an Executive Director who will build on its strengths and help shape its vision for the future. The successful candidate will have a proven ability to attract and nurture donors, support other aspects of community leadership, and be able to work with a broad array of volunteers and partner organizations towards the goal of enhancing the Atlantic Jewish community for today and for the future.

The Executive Director is the key professional staff who will oversee operations and provide leadership and vision for the AJC. Working with staff and the Board of Directors, the Executive Director will enhance the AJC's community, lead or participate in all strategic planning, and ensure and maintain the availability of funds for the AJC's operations through the annual United Jewish Appeal ("UJA") campaign, fundraising events, grants, major gifts, endowments, and planned giving.

POSITION DETAIL

The broad scope of responsibility includes, but is not limited to, the following:

Fund Development

- In conjunction with volunteer leadership, support, develop, implement and manage the annual UJA campaign strategy, recruitment, training, marketing and events. Supervise volunteers and staff involved in canvassing. Assist with recruitment of new campaign co-chairs. Report ongoing campaign progress to the Board.
- Grants: Research, prepare and submit grant proposals that match the AJC's funding requirements.
- Work with the Atlantic Jewish Foundation, the AJC's bequest and endowment arm to develop and market major and planned giving strategies. Identify and communicate with potential donors. Organize opportunities for potential donors to learn about donation options.



Advocacy, Community Relations & Development

- **Communication:** Represent the Jewish community at community events and programs as well as nationally. Promote and encourage youth and educational initiatives and training.
- **Outreach:** Promote Atlantic Canada to people seeking to relocate. Welcome new residents and encourage their involvement in the AJC.
- **Community Engagement:** Assist with recruitment to the Board and committees. Provide orientation, training and support to the Board and committees.
- **Liaison:** Coordinate with organizations including synagogues and other Jewish organizations and groups in the region.
- Establish and maintain relationships with all levels of government to advocate on behalf of Jewish causes.
- Act as liaison with police services in matters related to anti-Semitism and hate crimes.
- Establish and maintain positive relationships with other Atlantic region faith and community groups.
- Work with JFNA, JFC-UJA, CIJA, Hillel International, The Harold Grinspoon Foundation and others to promote Israel advocacy.
- Act as spokesperson for the Jewish Community and is on the front line of advocacy and the vigil and war against anti-Semitism. Keep abreast of Jewish/Israel affairs in order to speak as required.

Finance & Compliance

- Work with the Controller, Treasurer and the Board to develop, review and monitor the AJC's budget.
- Supervise the Controller and review ongoing financial operations.
- Review cash projections and quarterly financial reports to be presented to the Board.
- Review and monitor program budgets.
- Monitor and approve organizational expenses.
- Maintain up-to-date records the AJC including bylaws, minutes and annual filings. Work with professional advisors and the Controller to keep accurate records.

Managing the AJC Staff & Programs

- **Human Resources Management:** Supervise all employees and contract staff responsible for the AJC activities and actions. Manage hiring, training, development, orienting, motivating, delegating, performance management, performance reviews and terminations.
- Ensure that all programming is viable, appropriate and of high quality. Participate in brainstorming for new programs.
- Serve an ex-officio member of the Camp Kadimah committee which runs the largest and most successful AJC program.
- Act as a staff resource to AJC committees and programs.
- Engage, motivate and provide training to potential volunteers.



Board Governance

- Oversee Board and committee meetings serving as an ex-officio member of the Board of Directors.
- Collaborate with the Board of Directors to fulfill the AJC's mission.
- Responsible for strategic planning and leading in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.

Perform other related activities as necessary or as assigned.

CRITICAL SUCCESS FACTORS

Within the first twelve months in the role, the successful candidate will have:

- Gained credibility with internal and external stakeholders, and formed strong positive working relationships with the Board, volunteers, funders, synagogues, partner organizations, and community members at large across the Atlantic region.
- Listened, learned and gained a good understanding of the operations of the organization and its funding and revenue structures; continue to maintain cost-effective delivery of services.
- Maintained the smooth operation of existing programs and services, and have plans and ideas in development for new and innovative programming.
- Worked with the Board to establish long-term strategic plans and goals for the organization.

Within the first two to five years in the role, the successful candidate will have:

- Grown the organization by identifying new areas of programming and support for families in the community resulting in broader engagement in all age demographics.
- Led renewal, innovation and modernization initiatives within the organization.
- Built a stable, high-performing, positive and collaborative work environment.
- Established and be executing effectively on new strategic plans and program initiatives for the organization.
- Achieved greater recognition for the AJC's role in the Jewish and broader community.
- Increased funding for the organization drawing from government, community, corporate and individual donors.



KEY QUALIFICATIONS

The successful candidate will bring the following skills and experiences:

- A minimum of five years of relevant experience in a senior leadership leadership/management role in a Federation, JCC, not for profit or similar agency.
- Strong financial and business acumen. Training and demonstrated experience in strategic and long-term planning, organizational development, risk management, administrative, financial and operational planning and execution.
- A proven track record of developing and implementing programs within and for a community that educate, engage and inspire. Skills in program design, planning, management and evaluation, quality improvement and advocacy, and an ability to establish and lead successful partnerships.
- Financial resource development skills including experience with major gift cultivation and solicitation as well as experience writing grant proposals and obtaining and managing grants and funding. A strong fundraiser with proven ability to develop good relationships with key donors.
- A strong track record of effective staff and financial resource management, and of leading and managing innovative growth and change.
- Strong interpersonal, time management communication skills. An articulate leader who can think quickly on their feet, capable of being a primary spokesperson for the AJC.
- Adept at dealing with professional and business issues affecting a variety of internal and external stakeholders, with an ability to organize and manage multiple ongoing projects in a fast-changing environment.
- Personal experience inspiring, engaging and managing the continual and dynamic involvement of volunteers and providing strategic leadership and good governance practices to volunteer boards of directors and committees.
- An inspirational, driven and motivating leadership style coupled with strong decision making, presentation and negotiation skills.
- Appreciation of and commitment to Israel and Jewish values; active in Jewish communal life; a Zionist; comfort advocating on related issues.
- An understanding of and familiarity with Jewish life and traditions in a small community.
- Ability to work evenings and weekends and travel as needed.



LEADERSHIP CHARACTERISTICS

Relationship Building

- Effective at forging strong personal alliances at all levels, both within and outside the organization. Is personable, well liked and bonds easily with others. Builds solid relationships characterized by mutual respect, loyalty and trust. Is open, flexible and adaptable, relating well to a wide variety of diverse styles, cultures and demographics.

Innovation & Creativity

- Ability to think outside the box, innovate, create new and better initiatives for organizations to be successful and to bring diverse communities together.

Strategic Agility

- Strong capacity to think critically, make good decisions and solve problems. Sees ahead clearly; can anticipate future consequences and trends accurately. Has broad knowledge and perspective. Is future oriented; sees and focuses on the big picture but understands the details needed to make informed decisions. Can create both competitive and breakthrough strategies and plans.

Communication

- Listens well one-on-one and in groups; listens to not only what is explicit but also what is unstated to achieve a thorough understanding. Possesses a strong presentation and public speaking ability.

Results Orientation & Organization

- Is well organized and resourceful; effective and efficient in marshalling multiple resources to get things done. Exhibits strong drive for results and success.

Team Builder

- Leads the building of effective professional and volunteer teams committed to organizational goals. Fosters collaboration among both team members and teams. Can establish rapport and effective relationships. Shares wins and successes. Lets people be responsible for their work.

Politically & Organizationally Savvy

- Is politically aware and agile; knows where and how to get the resources and support needed to get things done.



EDUCATION

A Bachelor's Degree ideally coupled with an Advanced Degree in community non-profit management, business management or a related field.

COMPENSATION

The AJC offers a competitive compensation package commensurate with experience.

OUTLINE OF THE SEARCH PROCESS

Executive search requires a process that may not always be visible and transparent to you as a candidate. Below are some of the required steps in a typical executive search process:

- Management Review
- Development of the Position Specification
- Marketplace Research
- Candidate Identification
- Candidate Evaluation and Interviews (Telephone and In-Person Meetings)
- Reference Checking
- Offer Presentation and Negotiation
- Search Close and Follow Up

Many people are contacted during the Candidate Identification and Evaluation stages. These steps require co-ordination of many prospects, and multiple client contacts at different levels.

In order to expedite the process, please send us an updated copy of your resume, and help us better understand your background as it compares to the position specification.

By responding to this profile with your resume or details regarding your background, you are authorizing the Siegel Executive Search Solutions to maintain confidential information required for us to assess your candidacy. Distribution of this information is strictly controlled and will be authorized by you in advance. We are committed to protecting the privacy of personal data and will make every effort to comply with national legislation regarding the processing of personal data.

***To explore this opportunity in confidence, please contact
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