



## Jewish National Fund of Montreal

<b>Company Name:</b>	Jewish National Fund of Montreal	<b>Job Category:</b>	Fundraising
<b>Title:</b>	JNF Future Director	<b>Status:</b>	Full Time
<b>Location:</b>	Montreal	<b>Date Posted:</b>	April 13, 2018

<b>GENERAL CONTACT INFORMATION</b>	<b>PRIVACY</b>
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<p>JNF Montreal</p> <p><a href="mailto:sarah.anderson@jnf.ca">sarah.anderson@jnf.ca</a></p>	<p>The information gained from the applicants will be treated confidentially and will be respected at all times.</p>
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### CONFIDENTIAL POSITION SPECIFICATIONS

<b>Position</b>	JNF Future Director
<b>Company</b>	Jewish National Fund of Montreal (JNF Montreal)
<b>Location</b>	Montreal
<b>Reporting</b>	Executive Director – Jewish National Fund of Montreal (JNF Montreal)
<b>Website</b>	<p><a href="http://www.jnfmontreal.ca">www.jnfmontreal.ca</a> (Montreal)</p> <p><a href="http://www.jnf.ca">www.jnf.ca</a> (Canadian)</p>

### COMPANY BACKGROUND AND CULTURE

The Jewish National Fund of Montreal is growing and is now opening two new positions! This is an exciting opportunity to join a region that has been witnessed tremendous growth over the past few years.

Over the past 116 years, JNF worldwide has evolved into a global environmental leader by planting 240 million trees, building over 200 reservoirs and dams, developing over 250,000 acres of land, creating more than 1,000 parks, providing the infrastructure for over 1,000 communities, brining life to the Negev Desert and educating students around the world about Israel and the environment.

### THE POSITION

The JNF Future Director will provide leadership in the planning and coordination of mainly, but not limited to, JNF’s Future fundraising initiatives, JNF Future board engagement, as well as helping to build new opportunities for community awareness through special events.

Responsibilities will include but are not limited to the following:

- Coordinate and work with the JNF Future Executive to achieve strategic goals for the year related to event planning, fundraising, leadership development, succession planning and volunteer engagement and outreach.
- Strategize with the JNF Future Executive team to strengthen young professional engagement.
- Work to create and promote the JNF Future’s brand identity
- Donors’ stewardship and follow through for all events.
- Responsible for attending other communities and at large event, as well as creating opportunities for networking



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- Donations and corporate sponsorships solicitation
- Volunteer recruitment and management
- Work with sub committees to create budgets and coordinate logistics (assist with negotiations for venue, work with caterers, source and order supplies, décor, Audio Visual equipment, event signage and other print material).
- Create marketing materials with Artistic Director
- Champion social media endeavours for JNF Future
- Respond to enquiries from the public about events
- Develop and manage JNF Future's budgets
- Other tasks as needed by the Executive Director

### PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- *Able to work with and manage executives, donors, sponsors and volunteers*
- *Strong fundraising and/or sales skills*
- *Experience creating strategic plans and managing budgets*
- *Experience facilitating committee meetings*
- *Experience in event planning*
- *Project management, organizational and prioritizing skills, problem solving and attention to detail*
- *Comfortable managing and working within a busy, high stress environment*
- *Ability to multi-task, managing multiple projects*
- *Fluently bilingual*
- *Excellent communication skills, including writing and public speaking*
- *Solid networking experience*
- *Software proficiency in Word, Excel and PowerPoint*
- *Proficiency with technology and utilization of social media*

### EDUCATION

University degree required.

### RESUME SUBMISSION

Attention: Sarah Anderson

Subject Line – JNF Future Director

Email: sarah.anderson@jnf.ca

Applications will be accepted until April 30, 2018. Only those selected for an interview will be contacted.