



Jewish National Fund of Montreal

Company Name:	Jewish National Fund of Montreal	Job Category:	Fundraising
Title:	JNF Future Director	Status:	Full Time
Location:	Montreal	Date Posted:	September 28, 2018

GENERAL CONTACT INFORMATION	PRIVACY
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<p>JNF Montreal</p> <p>sarah.anderson@jnf.ca</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

Position	JNF Future Director
Company	Jewish National Fund of Canada
Location	Montreal
Reporting	Executive Director – Jewish National Fund, Quebec Region
Website	<p>www.jnfmontreal.ca (Montreal)</p> <p>www.jnf.ca (Canadian)</p>

COMPANY BACKGROUND AND CULTURE

The Jewish National Fund of Canada is a non-profit organization with offices in over 10 Canadian cities.

Since its inception in 1901, 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, bringing life to the Negev Desert and educating students around the world about Israel and the environment. Today, JNF focuses on building much needed social infrastructure for all Israelis from all walks of life.

This is an exciting opportunity to join JNF Montreal, a region that has witnessed tremendous growth in recent years!

THE POSITION

The JNF Future division caters to the young adults, young professionals, as well as young families, aged 25-45. Taking on the role of The JNF Future Director, you 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 Committee to achieve strategic goals for the year related to event planning, fundraising, leadership development, succession planning and volunteer engagement and outreach.
- Strategize with the team to strengthen young professional engagement.
- Work to create and promote the JNF Future’s brand identity



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- Donors' stewardship and follow through for all events.
- Responsible for attending other communities and at large event, as well as creating opportunities for networking
- 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).
- Champion social media endeavours for JNF Future
- Create marketing materials with Artistic Director
- 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 committees, donors, sponsors and volunteers*
- *Solid networking experience*
- *Strong fundraising and/or sales skills*
- *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*
- *Excellent communication skills, including writing and public speaking*
- *Fluently bilingual*
- *Software proficiency in Word, Excel and PowerPoint*

Nice to have:

- *Strong fundraising and/or sales skills*
- *Experience creating strategic plans and managing budgets*
- *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 October 26, 2018. Only those selected for an interview will be contacted.