



Jewish National Fund of Montreal

Company Name:	Jewish National Fund of Montreal	Job Category:	Philanthropy
Title:	Program Director	Status:	Full Time
Location:	Montreal	Date Posted:	February 7, 2019
GENERAL CONTACT INFORMATION		PRIVACY	
<p>JNF Montreal 514-934-0313 Isaac.Rakofsky@jnf.ca</p>		<p>The information gained from the applicants will be treated confidentially and will be respected at all times.</p>	
CONFIDENTIAL POSITION SPECIFICATIONS			
Position	Program Director		
Company	Jewish National Fund of Montreal (JNF Montreal)		
Location	Montreal		
Reporting	Executive Director – Jewish National Fund of Montreal (JNF Montreal)		
Website	www.jnfmontreal.ca (Montreal) www.jnf.ca (National)		
COMPANY BACKGROUND AND CULTURE			
<p>Since its founding in 1901, Jewish National Fund/Karen Kayemeth (JNF) has been committed to building Israel’s future as well as responding in times of crisis and need. A vital part of Zionist history, JNF achieved its goal of purchasing the land that would become the State of Israel, and then helped to develop that land into a thriving nation.</p> <p>Over the past 118 years, JNF 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.</p>			
THE POSITION			
<p>The Program Director provides 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.</p> <p>Responsibilities will include but are not limited to the following:</p> <ul style="list-style-type: none"> • 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 Recognition program • Stewardship of donors and follow through for all events. 			



Jewish National Fund of Montreal

- Donor canvassing and sponsorship recruitment
- Coordinates volunteers for special events
- Work with event planning 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
- Respond to enquiries from the public about events
- Develop and manage budgets

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- *Able to work with executives, donors and volunteer management*
- *Experience creating strategic plans and managing large to small 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*
- *Excellent communication skills, including writing and public speaking*
- *Software proficiency in Word, Excel and PowerPoint*
- *Knowledge of social media (Facebook, Instagram etc.)*

EDUCATION

University degree required.

RESUME SUBMISSION

Attention: Isaac Rakofsky

Subject Line – Program Director

Phone: 514.934.0313 x 235

Email: Isaac.Rakofsky@jnf.ca

Applications will be accepted until February 28, 2018. Only those selected for an interview will be contacted.