



The Schwartz/Reisman Centre and the Prosserman JCC are vibrant and welcoming hubs that connect people to Jewish community and inspire meaningful and healthy lifestyles. As primary destinations of Jewish engagement, the JCCs strengthens individuals and families through its dynamic program offerings.

JCC programs, services and connections support a diverse and thriving Jewish people and provide a sense of belonging and identity. Through this work, JCCs model a world in which, more than ever, Jewish wisdom is valued; differences are respected; communities are built; creativity is encouraged; and aspirations are realized in exciting and powerful ways. As the scope of our agency continues to grow, we are looking to expand our senior management team to help us take the vision of the JCCs to the next level:

CHIEF DEVELOPMENT OFFICER

Role Summary:

Reporting to the Executive Director, the *Chief Development Officer* works closely with the senior management team to drive the mission and vision of the Schwartz/Reisman Centre and Prosserman JCC. The *Chief Development Officer* is responsible for building a sustainable development stream to support the current mission, and develop long-range strategies to advance the various revenues and funding sources of the JCC to secure its future for the community. Additionally, the *Chief Development Officer* will be the conduit for Board and Committee Members on-boarding and development, instilling a culture of philanthropy and development strategy at the lay level.

Key Responsibilities Include:

1. **Develop a comprehensive strategic development plan that utilizes current programs and events and identifies new opportunities, through:**
 - Annual Giving
 - Board Fundraising
 - Corporate Sponsorships
 - Endowments
 - Grants and Foundations
 - Major Donors
 - Online Fundraising
 - Planned Giving
 - Signature Fundraising Programs
2. **Develop strong relationships and secure the trust of board members, key funders, foundations, corporations, staff, influencers, community members and others critical to individual and institutional development goals.**
3. **Create and lead a team of staff, lay leaders, committees, volunteers and service providers (e.g. marketing) to execute the multi-pronged strategic development plan.**
4. **Assume the responsibility for the identification, cultivation, solicitation and stewardship of major donors/sponsors/funders; ensure retention and growth year-over-year.**
5. **Develop a Board and Committee on-boarding process for new board members**
6. **Prepare and present development updates to the Board and provide Board Fundraising Training.**
7. **Inspire JCC staff to develop a lens of fundraising and development.**
8. **Develop and implement a donor, sponsor and staff/volunteer recognition program.**
9. **Introduce fundraising software.**
10. **Work with the Executive Director as the liaison to UJA Federation regarding fundraising.**
11. **Foster an environment that enhances our staff, members and guests' Jewish journey.**
12. **Ensure healthy relationships with key stakeholders and partners in order to ensure JCC goals are well articulated and aligned.**

Qualifications:

- University degree from an accredited university in corporate communication, marketing, business management or related field.
- Accreditation as a Certified Fundraising Executive (CFRE) will make you a preferred candidate.
- 5+ years in a senior management business development role with an impressive fundraising track record including the development, management and implementation of comprehensive fundraising plans and securing



- significant charitable contributions.
- Experience in a not-for-profit organization an asset.
 - Advanced proficiency in MS Office, including Word, Excel and PowerPoint; Database Management, Digital Marketing and Social Media skills.
 - Knowledge and demonstrated experience in donor research, cultivation, solicitation and management, proposal writing, grant writing, gift processing and recognition.
 - Knowledge and experience working with relevant foundations and granting entities.
 - Knowledge and adherence to fundraising professional's code of ethics.
 - Valid Ontario Driver's License.

Core Competencies:

- Strong knowledge of Jewish culture and traditions, Israel and community.
- Strong connections with local Jewish organizations and experience with building community relations.
- Results driven and exceptional sales skills.
- Charismatic - able to inspire, influence and motivate others.
- Superior communication and English language skills – oral and written.
- Dynamic presentation and training skills.
- Ability to work a flexible schedule.
- Strong interpersonal skills and professionalism -promotes team work, collaboration and trust.
- Ability to build and leverage relationships to drive projects from inception to completion, as well as to create consensus and diffuse conflict.
- Makes appropriate and timely decisions and meet deadlines.
- Possesses a strong level of self-awareness and is able to adapt and change personally when necessary.
- Excellent organizational, time-management and prioritization skills.
- Strong leadership, staff management, project management, committee management, volunteer management and organizational management skills.
- Strong listening skills and systems to gather data, information and feedback and act accordingly to resolve issues and/or meet changing needs of the organization and community.
- Superior customer service skills, internal and external.
- Exceptional business acumen.
- Displays a high degree of innovation, creativity and positive energy.

Application Process:

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **June 16, 2017** to Jeanette Hyde H.R. Director: jeanette@srcentre.ca

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.