

Job Title: Executive Director**Organization:** Jewish Museum and Archives of BC**Location:** Vancouver, B.C.**Job Type:** Full-Time**Reports to:** Board of Directors**Salary Range:** \$90,000 - \$110,000 plus benefits**Start Date:** as soon as the position is filled**About the Organization**

Founded in 1971, The Jewish Historical Society of British Columbia (dba Jewish Museum and Archives of BC) collects, preserves and shares all aspects of the BC Jewish community history since the Gold Rush to the current day. The archival collection includes documents, photographs, and oral histories recounting the history of Jewish life in BC. These materials provide the foundation for innovative public programming, exhibits and publications, all of which celebrate and build awareness of the BC Jewish community history.

The JMABC serves as the ambassador of our community, building bridges and finding common understanding amongst ourselves and with other cultural communities in BC.

The JMABC strives for a just and vibrant society, and aims to enhance and expand understanding of British Columbia's Jewish history as a vital component of the province's diverse history. We believe appreciation for and encouragement in sharing and celebrating our diversity is a prerequisite for mutual respect and empathy today and in the future.

Position Summary

The Executive Director (ED) is the senior staff person responsible for the organization's strategic direction, operations, and community engagement.

Reporting directly to the Board of Directors the ED is responsible for Development and Fundraising, Programming and Community Engagement, the Archives and Collections, Communications and Public Engagement, Organizational Management, and Governance and Board Relations.

The ED will play a key role in advocating for the organization's mission, developing partnerships, and ensuring fiscal responsibility and growth.

Key Responsibilities**1. Development and Fundraising**

- Lead all aspects of fundraising, including developing and executing fundraising strategies, across a spectrum of revenue sources, including:
 - government and private grants from existing and new sources;
 - existing donors and stakeholders, while identifying and cultivating new sources of support for both donations and sponsorships;
 - major fundraising events and initiatives specifically those that highlight the B.C. Jewish community's cultural significance.

2. Programming and Community Engagement

- Oversee the planning, execution, and evaluation of cultural programs, exhibits, lectures, workshops, and community events that reflect the B.C. Jewish community's history, values, and traditions.
- Collaborate with Jewish community organizations, artists, educators, and leaders to create meaningful and inclusive programming, and collaborate with the general community's organizations, etc, as applicable.
- Promote the organization's programming to the Jewish community, as well as the broader public, ensuring a diverse audience.
- Ensure programs are accessible, relevant, and aligned with the organization's mission and strategic objectives.

3. Archives and Collections

- Provide leadership and support the management of the organization's Jewish community's archives and collections, ensuring that they remain preserved, cataloged, and made accessible to the public.
- Work with archival staff to implement best practices in archival management and digital preservation.
- Promote the collection through public programming, exhibits, lectures, publications, online initiatives etc ensuring that the B.C. Jewish history and culture are shared with a wide audience.

4. Communications and Public Engagement

- Provide strategic oversight and direction for the organization's communications, ensuring alignment with the mission, values, and brand identity.
- Collaborate with staff and contractors to develop and implement communication strategies that engage members, supporters, and the broader community.
- Act as a spokesperson and media contact when appropriate, and represent the organization at public events and stakeholder engagements.
- Monitor analytics and feedback to assess the effectiveness of communications efforts and guide improvements.

5. Organizational Management

- Oversee day-to-day operations of the organization, including financial management, human resources, strategic planning, and compliance with legal and charitable regulations.
- Prepare and manage the annual budget in collaboration with the Director of Operations and the Board Treasurer, and ensure that the organization operates within its financial means.
- Supervise and mentor staff and volunteers, fostering a positive, collaborative, and inclusive work environment.

6. Governance and Board Relations

- Work closely with the Board of Directors to support governance and ensure alignment with the organization's mission and strategic vision.
 - Provide regular reports to the Board on operational progress, fundraising efforts, financial health, and program outcomes.
 - Facilitate Board meetings and strategic planning sessions, providing the necessary support for decision-making and organizational growth.
 - Assist in the recruitment, orientation, and ongoing development of Board members.
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Qualifications

Required:

- Minimum 5 years' experience in a leadership role within a non-profit or cultural organization, preferably in the Jewish community.
- Proven expertise in fundraising, donor cultivation, and grant writing.
- Strong knowledge of Jewish culture, history, and traditions, with a deep understanding of the significance of Jewish community heritage.
- Demonstrated experience in program development, management, and evaluation.
- Familiarity with archives, collections management, or cultural preservation.
- Excellent communication, public speaking, and interpersonal skills.
- Strong financial management abilities, including budgeting and reporting.
- Ability to work collaboratively with staff, Board members, and community stakeholders.

Preferred:

- Previous experience working with a BC based not-for-profit Board of Directors in a leadership capacity.
- Familiarity with Canadian and British Columbian arts, culture, and heritage funding environments.
- Experience in managing (Jewish) archival collections and knowledge of digitization tools.
- Hebrew is an asset.

Working Conditions

- Full time, flexible hours, including occasional evenings and weekends for events, community engagement, and meetings.
- Some travel within British Columbia may be required for events and outreach activities.

How to Apply

Please submit a cover letter and resume (combined as a single PDF) to info@jewishmuseum.ca.

This position will remain open until a suitable candidate is found.

Equity Statement

The Jewish Museum and Archives of British Columbia is an equal opportunity employer that fosters an inclusive, equitable and accessible environment. We thank all applicants for their interest in the JMABC however only those candidates selected for an interview will be contacted.