

Executive Director Career Opportunity

Organization: Jewish Senior Citizen's Centre [www.jdicseniors.ca]

Location: Edmonton, AB

Reports To: Board of Directors

Hours of Work: Full-time

About the Organization

The Jewish Senior Citizen's Centre, also known as the Jewish Drop-in Centre (JDIC), has been a cornerstone of Edmonton's community for over 75 years. The JDIC provides health, wellness, recreational, nutritional, social and educational programs and services to seniors. The JDIC is a vibrant, inclusive hub dedicated to enhancing the lives of seniors aged 55 and over, from all walks of life and faiths. The Centre includes a large social hall, programming area and a non-certified kosher dairy kitchen. It provides a warm, welcoming environment where members can connect through diverse cultural, educational, and recreational programming. The Centre is known for fostering intergenerational connections and celebrating the rich cultural heritage of its members.

Position Overview

The Executive Director (ED) provides strategic leadership and operational management to fulfill JDIC's mission. The ED is responsible for the delivery of all programs and services, ensuring the safety and functionality of the physical facility, and securing financial resources necessary for sustainability and growth.

The ED provides strategic leadership to the organization in alignment with the strategic plan set by the Board of Directors and is the Centre's primary spokesperson to the community, government agencies, funders, and stakeholders.

Responsibilities include:

- Directing a team of staff and volunteers to deliver programming such as educational lectures, cultural events, fitness classes, and intergenerational projects that meet the evolving needs and interests of a diverse senior population.
- Leading all aspects of fundraising and development, including writing compelling grant proposals and reports that demonstrate the Centre's impact.
- Overseeing the maintenance, safety, and security of the Centre's building and grounds and leading/managing capital projects and repairs.
- Developing and managing the JDIC's annual budget and overseeing day-to-day operations, including human resources, payroll, and financial reporting.
- Maintaining and deepening the centres relationships within the community, with related agencies, partner organizations and government agencies.

Qualifications

- Bachelor's degree or equivalent experience.
- Minimum of 5 years of progressive leadership experience in a non-profit organization, preferably in a seniors' services or community centre setting.
- A proven track record of successful grant writing and fund development.
- Excellent written and verbal communication skills.

Competencies, Skills & Attributes

The ideal candidate will have:

- A strong understanding of Judaism, Jewish values and Edmonton's Jewish community.
- Proven financial acumen, with experience in budget development and management.
- Experience working with a board of directors.
- Understanding of Alberta's seniors' sector and key funding sources.

Compensation & Benefits

The JDIC offers a competitive salary, flexible work arrangements and health benefits.

Physical Demands & Working Conditions

- Primarily office-based, with regular community and off-site work, including events periodically held on evenings and Sundays.
- JDIC supports a healthy work-life balance through flexible employee schedules.
- Requires regular use of computers, phones, and other technology.

How to Apply

Please submit your resume and a cover letter to "Hiring Committee" at hiring@jdicseniors.ca by end of day August 7. We encourage early applications, as materials may be reviewed on a rolling basis.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.