



Hamilton Jewish Family Services is a non-profit multi-service agency serving Hamilton and surrounding areas; our administrative office is in Dundas. Since 1929, we have been identifying and responding to the needs and challenges of the local Jewish Community. Specifically, but not exclusively, we are committed to the delivery of social services that reflect Jewish values and traditions. Although we're a small agency by size, Hamilton Jewish Family Services provides a full range of social services. Through the years we've maintained a flexible mandate that allows us to rise to the demands of our community and changing needs of our clients.

You can learn more about us at [www.hamiltonjfs.ca](http://www.hamiltonjfs.ca)

### **We're looking for our next Executive Director.**

We are searching for an Executive Director who will provide leadership, guidance, and support to our organization within the context of Jewish values and our areas of service: food security, poverty reduction, seniors supports, life navigation and mental health.

Working in partnership with the board of directors, you will collaborate with the directors, staff, our community, and external stakeholders including Hamilton Jewish Federation, the City of Hamilton, and the Hamilton Community Foundation. You will bring your leadership finesse and solid management skills and experience in leading or directing a community or social services not-for-profit organization. Your ability to collaborate and establish strong and supportive relationships has been key in your success.

You will inspire and motivate others to succeed and help to build a competent and empowered staff team. You will demonstrate a commitment to diversity and create a culture of learning and personal growth. You will ensure clear and fair human resource policies, develop, and monitor quality programs, implement sound financial management practices, and establish effective management information systems.

The ideal candidate will be:

- A strategic leader with strong operational skills, particularly with regard to human resources, finance, risk management, quality, and governance
- A collaborative leader committed to coaching, mentoring, and empowering people, fostering individual and organizational learning and a positive workplace culture
- Experienced with 5 or more years in a similar leadership role
- Skilled in establishing relationships with community partners, funders, and policy makers
- A strong communicator and listener
- Results-oriented with the ability to prioritize competing matters

We think that completion of a degree or certificate in business administration, social services, not-for-profit leadership, or any other related field of study would be beneficial. However, we're open to hearing from candidates with varied backgrounds.

The executive director will work primarily from our administrative office in Dundas; there will be some opportunity to work remotely and some local travel will be required. This position has been designed as a three-day-a-week role to help you maintain a work-life balance, and with an annual salary of \$70,000.00.



We want our recruitment process to be a two-way street. We want to find a candidate with the skills, experience, passion and fit within our team. As a candidate, you want to find the “right place” for you. We encourage interested candidates to visit our website to learn more about us, and to see if our organization is a good fit for you. If you believe you have the experience and passion, we’re looking for please send your resume and cover letter to [HR@Hamiltonjfs.ca](mailto:HR@Hamiltonjfs.ca)

We’re accepting applications, in confidence, until Thursday, June 22/23. We appreciate your interest however only those candidates selected for an interview will be contacted. We will accommodate the needs of applicants in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the process.