



Position Profile

President & CEO

Jewish Federation of Ottawa and Ottawa Jewish Community Foundation



www.jewishottawa.com

www.ojcf.ca

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THE ORGANIZATIONS

The ***Jewish Federation of Ottawa***, through its collaborative community planning process and Annual Campaign, raises and allocates funds to provide life-saving, life-changing and life-enhancing experiences for Jews in Ottawa, Israel and around the globe. The Federation works to translate Jewish values into social action through four pillars: building, educating, helping, and supporting.

<i>Mission:</i>	To advance and promote an exceptional quality of Jewish life.
<i>Vision:</i>	A thriving Ottawa Jewish community that is inclusive, accessible, educated and engaged.
<i>Core Values:</i>	Torah, chesed (loving-kindness); k'lal Yisrael (Jewish peoplehood); tzedakah (philanthropic giving); tikkun olam (repairing the world); enduring affinity and support for the Jewish State of Israel.
<i>Corporate Principles:</i>	Collaboration and partnership; care, acceptance and respect for every individual; transparency and accountability; innovative and forward-thinking leadership.

With almost \$80 million assets under management, the ***Ottawa Jewish Community Foundation*** provides donors with the opportunity to provide long term financial support for Jewish Ottawa and actively promotes legacy giving and endowments.

Working seamlessly together, the organizations are committed to Jewish values and ensuring that future generations are engaged and educated.

Jewish Ottawa

Located in the Canadian capital city of Ottawa, Ottawa's 15,000 person Jewish community is vibrant, engaged and excited to continue building the Jewish Superhighway of meaningful Jewish experiences and journeys, with nobody left behind. They have a mix of diverse age ranges with a large baby-boomer population and many children and young adults. Close to one-third of the people in the community are under the age of 25.

Jewish Ottawa is vibrant, welcoming and affordable. Ottawa offers all the amenities of Jewish communal life: wonderful Jewish schools, Kosher food, vibrant synagogues, an active Jewish Community Centre, and so much more. There are also 12 synagogues, which include the Chabad, Modern Orthodox, Conservative, Reform and Reconstructionist branches of Judaism.

At its heart is the Jewish Community Campus, which is located in the west end at Broadview and Kerr Avenues. The campus is home to the Jewish Federation of Ottawa, the Ottawa Jewish Community Foundation, the Soloway Jewish Community Centre, Ottawa Jewish Archives, The Bess and Moe Greenberg Family Hillel Lodge (a long-term senior's care facility), the Ottawa Jewish Community School, Tamir (main office and day program facilities for adults with developmental disabilities), Early Beginnings and TIPES.



Ottawa: Canada's National Capital

Ottawa is Canada's capital and a dynamic city of over one million people. It is located in the province of Ontario and is a city steeped in the richness of Canadian history and culture. Ottawa's robust economy centres on two major sectors – high technology and the federal government and related services. Both sectors offer high-paying jobs for knowledge workers in a stable environment and account for 37% of Ottawa's total gross domestic product (GDP). Home to world-class museums, galleries, live performances, festivals and Winterlude, there is always something to discover. Ottawa is an active city all year round. Summer offers an impressive number of outdoor hiking, biking and walking trails that connect neighbourhoods and suburbs. In winter, Ottawa boasts the world's longest skating rink and a UNESCO World Heritage Site, the Rideau Canal. Ski resorts, cottages and wilderness are all within an hour's drive. The nation's capital houses many embassies, consulates and missions, adding an international character to the city. With so many cultures mingling and mixing, Ottawa has an impressive variety of restaurants and cultural diversity that is second to none. As Canada's capital, it is highly cosmopolitan and yet maintains the friendliness, affordability and ease of a smaller city.

THE OPPORTUNITY

Jewish Ottawa has an exceptional opportunity for a passionate, visionary executive with strong engagement, fundraising and strategic management skills to lead and develop a vibrant and dynamic Jewish community. Jewish Ottawa is seeking a CEO who will build on its strengths and help shape its vision for the future. Reporting to Federation and Foundation's Boards of Directors, the President & CEO is the chief professional officer for Jewish Ottawa, performing all executive functions. This leader will provide vision, management, and strategic direction toward the fulfilment of the mission and goals of Federation and Foundation. Leading a team of 35 people, the CEO will work closely with the executive team and board of directors to implement the organizations' missions and attain its vision, while staying true to its Jewish values.

The successful candidate will have the skills and ability to lead staff and volunteers working in an environment of collaborative planning and program delivery, while simultaneously building a vision for growing philanthropy within the Jewish community.

The successful candidate will be an effective communicator with groups and individuals, with the ability to convey organizational and communal issues clearly, build consensus around emerging trends and issues, and recommend and guide decisive action.



POSITION SUMMARY

Position Title:	President & CEO, Jewish Federation of Ottawa and Ottawa Jewish Community Foundation (“CEO, Jewish Ottawa”)
Location:	Ottawa, Ontario – Canada
Reports to:	Boards of Directors – Jewish Federation of Ottawa & Jewish Community Foundation
Direct Reports:	Chief Financial Officer, Vice President – Operations, Vice President – Communications, Vice President – Development, Vice President – Community Building, Executive Assistant (total team of 35)

The scope of responsibility includes, but is not limited to the following:

Executive Leadership & Vision

- Provide visionary leadership and strategic direction to the organizations in alignment with the mission, vision and values of Federation and Foundation.
- Building on the current strategic plan, collaborate with the Board of Directors, community stakeholders, and staff to develop and implement long-term strategies and initiatives.
- Foster a positive and inclusive organizational culture that promotes collaboration, innovation, and excellence.
- Partner with lay and professional stakeholders to create a welcoming home to serve and support the entire Jewish community.
- Develop and inspire leaders and volunteers to take on new roles and responsibilities.

Financial Resource Development

- Personally manage a robust portfolio of major and top donors and those with significant capacity.
- Add value to the team responsible for Federation’s Annual Campaign, with emphasis on sustainable strategies to cultivate, solicit, steward, and recognize donors.
- Develop and maintain relationships with philanthropists, foundations, corporations, and community members to expand the donor base.
- Lead fundraising professional for the \$35+ million Generations Trust for Jewish Education Endowment Fund.
- Ensure that legacy giving remains a high community priority and personally solicit gifts.

Organizational Management

- Oversee and manage organizational planning and evaluation, financial resource allocation and oversight, programmatic offerings, advocacy and combatting antisemitism, engagement, volunteer programs, community relations, administration, and fiscal accountability.



- Nurture a workplace culture characterized by proactive talent recruitment, team cohesion, creativity, innovation, mentorship, and high levels of employee engagement.
- Ensure that the boards are engaged, properly support the work of the organizations, are well run with best-in-class governance, and populated with diverse and talented leaders.
- Help shape the organizational message on multiple platforms.
- Lead the community response to any crisis (e.g. pandemic).

Relationship Building, Representation and Advocacy

- Serve as a public face and voice of the Federation throughout the Jewish community, attending and speaking at multiple events, leading community communications through the online Ottawa Jewish E-Bulletin, and inspiring engagement, collaboration, and participation.
- Collaborate with community leaders, partner agencies, donors, and stakeholders to identify and address the needs and priorities of the Jewish community, including the growth and expansion of Jewish offerings within the Ottawa area.
- Act as a spokesperson for the community to the media and serve as a strong advocate for the Jewish community at all levels of government.
- Lead the fight against the normalization of antisemitism.
- Convene the community (e.g. Rabbis) around issues of concern, positioning the Federation as a facilitator of strategic partnerships.
- Develop and cultivate relationships with relevant national and international Jewish organizations to leverage new ideas, perspectives, and collaborative approaches.
- Provide leadership and support for partnerships and funded programs in the Upper Galilee and across Israel, including the P2G Coast to Coast Partnership, to strengthen people-to-people relationships and our broader relationship with the State of Israel.

CRITICAL SUCCESS FACTORS

Within the first twelve months in the role, the successful candidate will have:

- Gained credibility with internal and external stakeholders, and formed strong positive working relationships with the Board, volunteers, major and top donors, funders, synagogues, partner organizations, and community members at large.
- Listened, learned and gained a good understanding of the operations of the organization and its funding and revenue structures; continued to maintain cost-effective delivery of services.
- Completed the final year of the current strategic plan for the Federation and worked with the Federation Board to establish the next strategic plan and goals for the organization, as well as the annual business plan.
- Established execution plans for achieving goals set out in the Foundation's new strategic plan which will be in year one of five.



Within the first two to five years in the role, the successful candidate will have:

- Completed the \$35+ million Generations Trust Campaign for sustainable Jewish education (currently underway).
- Increased funding for the organization drawing from government, community, corporate and individual donors; including retention of existing donors, as well as stewardship of next generation of major and top donors.
- Grown the organization by identifying new areas of programming and support for families in the community resulting in broader engagement in all age demographics.
- Built a stable, high-performing, positive and collaborative work environment with succession plans in place.
- Established and be executing effectively on a new strategic plan for the Federation.
- Continued effective execution of the Foundation's strategic plan.
- Achieved greater recognition for the Federation's role in the Jewish and broader community.

KEY QUALIFICATIONS

The ideal candidate will bring the following skills and experiences:

- A solid understanding of leading in complex organizations gained through a minimum of ten years of progressive management experience in either the charitable or related sectors with at least seven years in a senior strategic management position.
- Sophisticated interpersonal and relationship building skills with a collaborative, inclusive approach. Adept at dealing with professional and business issues affecting a variety of internal and external stakeholders including volunteer leaders and community partners.
- Excellent oral and written communication skills, with the ability to inspire others and effectively convey mission and impact.
- Dynamic advocacy experience with different levels of government, public sector organizations, and other community leadership.
- Exceptional fundraising acumen, including transformational gifts, annual major gift solicitation, legacy giving, and donor cultivation and stewardship.
- Strong ability to advance multiple and complex agendas simultaneously.
- Outstanding problem-solving and crisis management skills.
- Experience inspiring, engaging and managing the continual and dynamic involvement of volunteers and providing strategic leadership and good governance practices to volunteer boards of directors and committees.
- Financial acumen and experience in budgeting, financial oversight, and resource allocation.
- Strong Jewish identity, Jewish values and a commitment to the Jewish State of Israel.



LEADERSHIP CHARACTERISTICS

Relationship Building

- Effective at forging strong personal alliances at all levels, both within and outside the organization. Is personable, well liked and bonds easily with others. Builds solid relationships characterized by mutual respect, loyalty and trust. Is open, flexible and adaptable, relating well to a wide variety of diverse styles, cultures. Is skilled at working across demographics (e.g., age, gender, socioeconomic status), with those who are new to the community, as well as those who are multigenerational within the community.

Politically & Organizationally Savvy

- Is politically aware and agile; knows where and how to get the resources and support needed to get things done.

Strategic Agility

- Strong capacity to think critically, make good decisions and solve problems. Sees ahead clearly; can anticipate future consequences and trends accurately. Has broad knowledge and perspective. Is future oriented; sees and focuses on the big picture but understands the details needed to make informed decisions. Can create both competitive and breakthrough strategies and plans.

Communication

- Listens well one-on-one and in groups; listens to not only what is explicit but also what is unstated to achieve a thorough understanding. Possesses a strong presentation and public speaking ability.

Results Orientation & Organization

- Is well organized and resourceful; effective and efficient in marshalling multiple resources to get things done. Exhibits strong drive for results and success.

Team Builder

- Leads the building of effective professional and volunteer teams committed to organizational goals. Fosters collaboration among both team members and teams. Can establish rapport and effective relationships. Shares wins and successes. Let's people be responsible for their work.

Innovation & Creativity

- Ability to think outside the box, innovate, create new and better initiatives for organizations to be successful and to bring diverse communities together.



EDUCATION

A Bachelor's Degree ideally coupled with an Advanced Degree in community non-profit management, business management or a related field.

COMPENSATION

Jewish Ottawa offers a competitive compensation package commensurate with experience.

OUTLINE OF THE SEARCH PROCESS

Executive search requires a process that may not always be visible and transparent to you as a candidate. Below are some of the required steps in a typical executive search process:

- Management Review
- Development of the Position Specification
- Marketplace Research
- Candidate Identification
- Candidate Evaluation and Interviews (Telephone and In Person Meetings)
- Reference Checking
- Offer Presentation and Negotiation
- Search Close and Follow Up

Many people are contacted during the Candidate Identification and Evaluation stages. These steps require co-ordination of many prospects, and multiple client contacts at different levels.

In order to expedite the process, please send us an updated copy of your resume, and help us better understand your background as it compares to the position specification.

By responding to this profile with your resume or details regarding your background, you are authorizing the Siegel Executive Search Solutions to maintain confidential information required for us to assess your candidacy. Distribution of this information is strictly controlled and will be authorized by you in advance. We are committed to protecting the privacy of personal data and will make every effort to comply with national legislation regarding the processing of personal data.

***To explore this opportunity in confidence, please contact
Kerry Siegel at 416.630.5988 or kerry.siegel@execsearchalliance.com***

