



**SYLVAN ADAMS
YM-YWHA**
CCJ BEN WEIDER JCC
HARRY BRONFMAN YCC

Job Opening: Development Officer

The Sylvan Adams YM-YWHA (the Y) is a member-driven organization with a 110-year history of pursuing its vision of being Montreal's Jewish Community Centre; an inclusive and vital platform for Jewish identity, belonging and well-being. The Y's mission is to provide a welcoming, engaging, and inclusive Jewish environment, where all members of the community can participate in social, athletic, and hands-on learning activities. We encourage physical health, Jewish culture, and Jewish identity. On our campuses, people can connect with each other, and build a sense of community.

The Y has two campuses: the Ben Weider JCC on Westbury Avenue, in Montreal, which spans an entire city block, and the Harry Bronfman YCC, a summer camp in Huberdeau Quebec. The Y has more than 2000 members, 40 full-time employees and more than 250 part-time or seasonal employees and independent contractors. The Y's main operating units including fitness & recreation, camping, real estate & property management, and community programming.

JOB SUMMARY

Working with and reporting to the Chief Executive Officer (CEO), the Development Officer will develop a long-term strategy for the department in order to achieve the financial goals of the Y. With the aim of securing donations, sponsorships and building long-term relationships with donors, the Development Officer will also coach and guide the lay leadership. The Development Officer is the central architect for the development, implementation and management of our fundraising campaigns and foundation.

RESPONSIBILITIES

The Development Officer will have the following key responsibilities. This is not an exhaustive list:

- ❖ In **collaboration** with the CEO, work with appropriate committees to ensure that financial **strategies** are aligned and met with our organization's goals.
- ❖ Identifies, researches and **propels** relationships with prospective donors. Cultivates and supports solicitation and stewarding of donors.
- ❖ Researches and analyzes potential funding sources and provides leadership in developing and managing relationships strategies with donor base.
- ❖ Plans, develops and administers our fundraising campaigns including all special events.
- ❖ Administers all government and private donation grants.
- ❖ Develops and administers the development annual budget

The ideal candidate has:

- ❖ 5+ years of experience
- ❖ Ability to work with a board, lay leaders and volunteers, donors, sponsors, and Y Staff.
- ❖ Strong stewarding and motivation for sales, customer service, market knowledge, sales planning, as well as prospecting, presentation and closing skills
- ❖ Drive, motivation, and acute attention to detail ensuring all sales opportunities are captured and explored
- ❖ Outstanding organizational and leadership skills within a highly confidential environment
- ❖ Excellent interpersonal and communication skills
- ❖ Computer proficiency
- ❖ Bilingual (English and French)
- ❖ Knowledge of or experience working in a not-for-profit organization an asset
- ❖ Experience working in or knowledge of the Jewish community is an asset
- ❖ Bachelor degree or experience in related field

Do you have what it takes? Can you *imagine* the impact you can have as our **Development Officer** at the **Y**?

Please submit your CV and cover letter to Jeff Bicher at hrsearch@ymywha.com. Only those candidates who are selected for an interview will be contacted.