

# Job Posting: Executive Director

Organization: Jewish Public Library of Montreal

Category: Full-time

Duration: Permanent

## 1. Organizational Background

The Jewish Public Library (JPL) will celebrate its 110th birthday in 2024. Founded in 1914, its early history is grounded in the Yiddish-speaking immigrants who fled Europe at the turn of the 20th century. The early homes of the JPL were in rented, cold water flats on Montreal's historic St. Urbain Street. Over the years, it relocated to follow the demographics of Montreal's Jewish community. The Library comprises an internationally regarded Archives, a Children's and Youth library, and the largest publicly circulating Judaica collection in North America. It supports both general and scholarly research and offers a broad array of cultural programmes in 5 languages. The JPL exists to inspire Jewish learning and to promote literacy and learning through its programmes and services.

## 2. Position Description

The Executive Director (E.D.) is accountable for the delivery of the JPL's programmes and services, financial management, operational excellence, and relationships with donors, community partners and other stakeholders. The E.D. manages and supports the staff in operationalizing the organization's policies and ensures its financial viability. They work with the Officers and Board to develop a mission, vision and strategic plan that clearly identify the JPL's operational and fundraising goals and priorities. The E.D. reports to the President and works closely with the Officers and Board to develop strategic direction for the organization.

## 3. Responsibilities

### **LEADERSHIP**

The Executive Director (E.D.) motivates, influences, and supports the staff and lay leadership to achieve maximum performance by providing a clear and compelling vision. The ED identifies the strategic issues, opportunities and risks aligned with organizational priorities and anticipates and resolves conflicts.

### **PERFORMANCE MANAGEMENT**

The E.D. achieves the objectives of the Library through effective management of individual staff and team performance. The E.D. delegates responsibilities, regularly discusses performance with staff and provides for appropriate levels of autonomy.

### **FINANCIAL MANAGEMENT**

The E.D., in conjunction with the Chief Operating Officer, establishes, monitors, and manages an annual operating budget while assuring accurate and timely financial reporting to the Officers and Board of Directors.

### **FUNDRAISING**

Together with the Director of Financial Resource Development, and with the instrumental involvement of the Board of Directors, the E. D. brings leadership to fundraising and develops strategies that will meet or exceed financial targets. The E.D. works with staff, volunteers, donors, and others in major gift solicitation and stewardship of the fundraising plan.

### **COMMUNITY RELATIONS**

The E.D., along with the President, represents the organization to Federation CJA, the Jewish community, the community at large, government, the private sector and national and international partners.

## **PROGRAMS and SERVICES**

The E.D. ensures that all programs and services are in line with the strategic direction of the Library and continually identifies opportunities for innovation.

### 4. Qualifications

- Demonstrated success in leading and working with Boards and other lay leaders.
- Leadership experience in the cultural sector (knowledge of the evolution of libraries in the 21st century an asset).
- University-level Education (a degree in Library Science an asset). Knowledge of Jewish culture and history.
- Proficiency in written and spoken English and French (knowledge of Hebrew and/or Yiddish an asset).
- Proficiency in information technologies and a commitment to staying current.

### 5. Salary and Benefits

Commensurate with sector standards.

### 6. How to Apply

The Jewish Public Library thanks all interested candidates, however, only candidates selected for an interview will be contacted.

Please submit your C.V. to [mgoodman@goodmansearch.com](mailto:mgoodman@goodmansearch.com)

Deadline to apply: November 30, 2023