



## Musée Holocauste Montréal Montreal Holocaust Museum

### Assistant Executive Director

The position of Assistant Executive Director is a new one at the Montreal Holocaust Museum. We are seeking an individual who is passionate about the Holocaust and human rights issues, has vision and leadership skills, and will be able to further consolidate and build upon the Montreal Holocaust Museum's growth over the last number of years. He or she is capable of researching and implementing best practices for non-profits. The candidate chosen will be a team player and will report to the Executive Director.

The Montreal Holocaust Museum educates people of all ages and backgrounds about the Holocaust, while sensitizing the public to the universal perils of antisemitism, racism, hate and indifference. Through its exhibits, its commemorative programs and educational initiatives, the Museum promotes respect for diversity and the sanctity of human life.

#### Skills/Expertise

- Relevant degree;
- At least 5 years of experience working in the non-profit sector, with a track record and three years' experience in senior management;
- Demonstrated excellence in organizational management and administrative skills, including financial resource development, marketing and communications, strategic development, risk management, performance measurement and human resources;
- Superior French and English written and verbal communication skills;
- Outstanding interpersonal skills;
- Analytic and decisive decision maker with the ability to prioritize and communicate with staff about key objectives and tactics necessary to achieve organisational objectives.
- Vision;
- Action oriented, demonstrating excellent judgment and creative problem solving skills;
- Flexibility;
- Knowledge of the Holocaust and the Jewish community are assets;
- Knowledge of the Museum sector an asset
- Relevant computer skills;

#### Responsibilities

- Planning and support of Action Plan objectives and evaluation.
- Fundraising leadership and support, both with donors and through grant development and reporting.
- Public representation and external relations.
- Team work. Human resources support.
- Project management and oversight, particularly for special projects.
- Writing and communications. Correspondence. Editing and review.
- Global budget tracking and review.
- Establishment of best practices as relates to organisational procedures and coordination.
- Support to the Executive Director in the accomplishment of her responsibilities.

Please send your résumé and a cover letter by **January 22, 2018** to [info@museeholocauste.ca](mailto:info@museeholocauste.ca)

The Montreal Holocaust Museum encourages individuals who identify with discriminated groups to apply.

Only those applicants granted an interview will be contacted. Thank you for your interest.

