



## Musée Holocauste Montréal Montreal Holocaust Museum

### Job Posting: Executive Director

**The Montreal Holocaust Museum** is a unique institution in terms of its mandate and reach in Canada. Through the permanent exhibition, and a multitude of educational, cultural and commemorative initiatives, it informs and sensitizes people of all ages and all backgrounds about the Holocaust, as well as contemporary human rights issues. The Museum promotes our collective responsibility for respect for diversity.

The Museum seeks a dynamic and structured Executive Director to lead the organisation at a time of considerable growth and opportunity. He or she will work with a vibrant and qualified team of staff and volunteers. The Executive Director reports to the Board of Directors. The ideal candidate has the following qualifications:

#### Qualifications and Competencies

- Demonstrated leadership and vision
- A minimum of 5 years' leadership experience in non-profit management and development
- Understanding of the museum field
- Excellent oral and written communications skills in both languages
- Exceptional interpersonal skills
- Demonstrated ability to network and build partnerships
- Superior management, planning and team work skills
- Rational and transparent decision-making
- Proven track record of results. Constructive builder of organisations
- Passion for and knowledge of the Holocaust and human rights
- Financial resource development skills, including grantsmanship and government funding
- Knowledge of the Jewish community
- University degree in relevant field

#### Responsibilities

- Leadership in strategic and action planning, in partnership with Board and staff, and in line with the Museum's mission.
- Leadership and management of the Montreal Holocaust Museum's development.
- Support and counsel to the Board of Directors and committees. Assurance of good governance.
- Staff team leadership, supervision and coordination. HR management.
- Management of the organisation including financial resource development, oversight of annual budget and assurance of financial stability.
- Donor and funder relations. Development and maintenance of grants.
- Representation of the Montreal Holocaust Museum, locally, nationally, internationally.
- Media representation/public spokesperson. Contribution to the positioning of the organisation.
- Maintenance and development of excellent stakeholder relations.
- Development of partnerships in several sectors.
- Management of major projects.

Please submit a CV and a cover letter summarising your motivation and interest in the role and how your candidacy is suited to the qualifications and responsibilities outlined (no more than 2 pages) by:

- **July 11, 2018 to:** [comite.selection@museeholocauste.ca](mailto:comite.selection@museeholocauste.ca)

The Montreal Holocaust Museum encourages individuals who identify with discriminated groups to apply. Only those applicants granted an interview will be contacted. Interviews will take place in September. The chosen candidate will commence work in November 2018. Thank you for your interest in the Montreal Holocaust Museum.

