



Employment Opportunity: Assistant Director

May 27, 2019

Organizational Background

The Vancouver Holocaust Education Centre (VHEC) is Western Canada's leading Holocaust teaching museum, engaging 25,000 students and teachers annually. The VHEC's mission is to promote human rights, social justice and genocide awareness through education and remembrance of the Holocaust. The VHEC produces thematic exhibitions, school programs, teaching materials and online exhibitions, and delivers commemorative and public programs. The Centre maintains a museum collection and archives, Holocaust survivor testimony project, library, rare books and special collections, and resource centre.

Position Overview

The Vancouver Holocaust Education Centre is seeking an Assistant Director to join our team. The Assistant Director plays an integral role in the development and communications activities within the organization, and supports the administration of the Centre's programs. As a core position within a vibrant organization, the Assistant Director role represents an opportunity to contribute to an effective and collaborative team and a social justice mandate.

Duties & Responsibilities

Reporting to the Executive Director, the Assistant Director carries out the following duties:

- **Development:** supports the planning and implementation of fundraising plans and materials, including membership campaigns and annual campaigns and special events; supports donor cultivation and stewardship with guidance from the VHEC's Development Consultant;
- **Communications:** oversees the development of marketing materials and the organization's social media presence;
- **Programs:** oversees the planning and delivery of community-wide commemorative and public programs;
- **Finances:** supports the development and monitoring of annual operating and project budgets; writes and submits grant applications and reports to funding bodies;
- **Organizational Priorities:** supports the development and implementation of the organization's strategic plan with the professional staff and board of directors; supports the Executive Director in preparing for board and annual general meetings;
- Other duties as required.

Qualifications & Experience

This is a full-time role requiring a minimum of three to five years of administrative experience in a non-profit setting, and a demonstrated skillset in fundraising, communications, program

development and delivery, and financial and human resource management. Supervisory experience is essential and a postgraduate degree preferred.

The successful candidate should utilize sound, independent judgment and make sound decisions; think strategically; effectively implement organizational policies and procedures; work with limited supervision, while supporting staff members; prepare comprehensive grant proposals and reports, including budgets; establish and nurture positive working relationships with the board of directors, professional staff, Holocaust survivor outreach speakers and other volunteers, general public, supporters and community partners. Candidates should have advanced proficiency with the Microsoft Office suite of products and proficiency with the Raiser's Edge donor database is an asset.

How to Apply:

To apply, please send a resume and cover letter by June 21, 2019 to Nina Krieger, Executive Director, at jobs@vhec.org. We thank all applicants; however, only those selected for an interview will be contacted.