

Director of Operations & Community Engagement

JSpaceCanada

Position Overview

JSpaceCanada is seeking a strategic, organized, and mission-driven Director of Operations & Community Engagement to help lead and strengthen the organization's day-to-day operations, public programming, donor stewardship, and organizational infrastructure.

Reporting to the Executive Director, the Director of Operations & Community Engagement will play a central leadership role in ensuring organizational effectiveness, supporting fundraising and community-building initiatives, managing operational and financial systems, and overseeing programs and events that advance JSpaceCanada's mission.

The ideal candidate is highly collaborative, detail-oriented, entrepreneurial, and passionate about advancing democracy and diplomacy in Israel-Palestine as Canadian Zionist Jews..

Key Responsibilities

Operations & Organizational Management

- Oversee the day-to-day operations of the organization to ensure efficiency, effectiveness, and alignment with organizational priorities.
 - Develop and maintain Board operational documents including but not limited to: board of directors contact information, board minutes, board event planning
 - Develop and improve organizational systems, workflows, and administrative processes.
 - Support the Executive Director in organizational planning and strategic implementation.
 - Coordinate internal operations including scheduling, vendor management, technology systems, and office administration.
 - Develop and maintain organizational policies and operational procedures.
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Programs & Community Engagement

- Lead the planning, coordination, and execution of public programs, webinars, campaigns, community events, and educational initiatives, with extra focus on our key programs such as our annual spring conference and regional advocacy councils
 - Oversee all program logistics, communications, registrations, and participant engagement.
 - Work collaboratively with staff, volunteers, speakers, and partner organizations to develop impactful programming aligned with JSpaceCanada's mission.
 - Support outreach and engagement initiatives within Jewish communities across Canada, including young adults, students, and regional councils.
 - Coordinate volunteer involvement and community leadership opportunities.
 - Help strengthen relationships with supporters, activists, partner organizations, and community stakeholders.
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Development & Donor Stewardship

- Work closely with the Executive Director and fundraising consultants/staff to support donor engagement and stewardship activities, to help ensure that the organization reaches its fundraising goals as identified by the Board and ED
 - Assist in coordinating donor communications, fundraising events, and campaign logistics.
 - Support grant administration and reporting processes where applicable.
 - Ensure that programming and community engagement initiatives align with organizational development and fundraising goals.
 - Maintain accurate donor and stakeholder records within CRM/database systems.
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Communications & Digital Operations

- Oversee organizational communications systems and processes, including newsletters, email campaigns, social media coordination, and website updates.
 - Ensure consistent messaging, branding, and communications workflows across organizational platforms.
 - Coordinate communications related to events, campaigns, and organizational announcements.
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Finance & Administration

- Work with the Executive Director to develop and monitor organizational budgets.
 - Oversee accounts payable, expense tracking, reimbursements, and financial administration.
 - Maintain organized financial records and support bookkeeping processes.
 - Coordinate materials and preparation for audits, financial reviews, and board reporting.
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Staff & Volunteer Supervision

- Supervise administrative staff, contractors, interns, and volunteers as applicable.
 - Provide training, support, and ongoing performance management.
 - Foster a collaborative, mission-driven, and accountable organizational culture.
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Qualifications

- 5+ years of experience in nonprofit operations, community engagement, program management, or organizational leadership.
 - Entrepreneurial, able to take the lead and own new projects and initiatives while working as a partner to the Executive Director.
 - Strong organizational and project management skills with exceptional attention to detail.
 - Experience managing events, programs, and operational systems.
 - Familiarity with nonprofit financial administration and budgeting.
 - Excellent written and verbal communication skills.
 - Experience with CRM/database systems, digital communications platforms, and productivity tools.
 - Ability to manage multiple priorities in a fast-paced environment.
 - Commitment to JSpaceCanada's mission and values.
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Preferred Qualifications

- Experience in Jewish communal organizations, advocacy organizations, or nonprofit environments.
 - Knowledge of Canadian Jewish community networks and progressive advocacy spaces.
 - Experience supporting fundraising and donor stewardship efforts.
 - Familiarity with governance and board support.
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Compensation & Location

- 75,000-85,000/annum, commensurate with experience.
 - Flexible/hybrid work environment.
 - Candidate can be based in either Toronto or Ottawa, with occasional travel required for programs and events.
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How to Apply

- Send your CV and cover letter with the subject line “Director of Operations” to info@jspacecanada.ca.
 - Applications will be accepted on a rolling basis until a qualified candidate is found.
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About JSpaceCanada

JSpaceCanada is a pro-Israel, pro-peace Jewish Zionist charity. We champion a two-state solution in Israel-Palestine.

OUR STORY

JSpaceCanada is the home for Canadian Jews who are deeply committed to self-determination for Jews and Palestinians. Our organization formed because voices like ours need to be louder. As Jewish Zionists, we are stakeholders in Israel, and therefore have a role to play in ensuring Israel’s future as a democratic state. For this to happen, we must be able to engage critically in conversations about the Israeli-Palestinian conflict.

OUR MISSION

To build a Canadian Jewish community that is a leader in promoting solutions for peace. We will achieve our mission through:

- Advocacy to promote pro-peace policies within our national and local institutions.
- Offering educational experiences that bring diverse viewpoints and foster meaningful dialogue.
- Training and supporting youth to shift our community’s conversation about Israel.

OUR VISION

Our vision is self-determination for the Jewish and Palestinian peoples, championed by the Canadian Jewish community.

OUR VALUES

Self-Determination: We are committed to safety and self-determination for both Jews and Palestinians.

Inclusivity: We believe in engaging with the multiple perspectives in our community with empathy.

Bridge building: We engage diverse groups, starting from places of comfort and humanity that lead to exploration.

Education: We work to broaden perspectives about the Israeli-Palestinian conflict.

Efficiency: We're committed to evolving our governance and operations to strengthen our reach and impact.