

National Council of Jewish Women of Australia Victoria

A not-for-profit serving Jewish women and the broader community



ncjwaVIC

Board position / office bearer:	Vice-President
Job Type:	Voluntary Board leadership role
Reports to:	President of NCJWA Vic
Location:	Melbourne, Victoria

HELP LEAD THE NEXT CHAPTER OF NCJWA VIC

Every great organisation plans for its future. As NCJWA Vic approaches its centenary, we are looking to appoint our next President and Vice President, two exceptional women who will help shape the future of one of Australia's oldest and most respected Jewish women's organisations.

Founded in 1927 by Dr Fanny Reading, NCJWA Vic has a proud legacy of advocacy, leadership and service. Today, we continue to empower women and girls through meaningful programs, community connection and courageous leadership.

These appointments are part of our long-term commitment to strong governance, thoughtful succession planning and sustainable leadership. Both roles offer a supported transition, with shadowing of and mentoring from outgoing leaders and the opportunity to work alongside an experienced and collaborative Board before taking on greater responsibility.

Whether you bring significant governance experience and are ready to lead as President, or you are a trusted community connector looking to grow into senior leadership through the Vice President role, this is an opportunity to make a lasting contribution to our community at an exciting moment in our history.

If you are passionate about women's leadership, the Jewish community and helping shape the future of a values-driven organisation, we warmly encourage you to express your interest.

ABOUT THE ROLE

The Vice President is the community heart of the NCJWA Vic leadership team. This role is ideal for someone who is deeply embedded in Melbourne's Jewish community, someone who knows people, is trusted across networks, and brings warmth and energy to building relationships.

You will support the President in board governance, step in as acting President when required, and take a lead role in member engagement, community partnerships, and events. This is also a natural pathway to the presidency for the right person.

This position includes a small operational dimension. The President works closely with our leadership team being accessible, responsive, and willing to guide and support them as needed. We are looking for someone who leads from alongside, not just from above.

KEY RESPONSIBILITIES

- Support the President in board leadership and act in the President's role when required
- Serve as a primary community ambassador, nurturing stakeholder relationships, representing NCJWA Vic at community events, and welcoming new members

- Lead or contribute to fundraising relationships and philanthropic engagement, leveraging community networks
- Lead or support key community engagement initiatives and programs
- Build and maintain relationships with stakeholders including partner organisations, community leaders, and allies in the Jewish and women's sectors
- Participate actively in board meetings and contribute to strategic discussions
- Support the recruitment and onboarding of new board members
- Acts as one of the organisations signatories with at least one other authorized signatory.
- Take on a portfolio responsibility and/or management of a special project(s).

WHAT WE'RE LOOKING FOR

Essential:

- Strong, trusted connections across Melbourne's Jewish community
- A natural relationship-builder, warm, approachable, and genuinely invested in people
- Enthusiasm for NCJWA Vic's mission and an understanding of the issues facing Jewish women and families
- Ability to represent the organisation with confidence and authenticity in community settings
- Willingness to engage in fundraising and contribute to philanthropic conversations
- Reliable, collaborative, and committed to the work of the board

Valued (not essential):

- Experience in a community leadership, committee, or volunteer coordination role
- Familiarity with not-for-profit governance or board responsibilities

WHAT THIS ROLE OFFERS

- A visible leadership role in one of Melbourne's most beloved Jewish women's organisations
- The chance to deepen and expand your community relationships in a meaningful way
- Mentorship and support from both outgoing leadership and the incoming President
- A clear pathway for those interested in taking on greater responsibility over time
- Real impact connecting women, raising funds, and championing causes that matter

A SUPPORTED TRANSITION

We are committed to making this transition as smooth as possible. The incoming President will benefit from a structured handover period working alongside outgoing leadership, who bring deep institutional knowledge and a genuine desire to set their successor up for success.

During the transition period you can expect:

- Direct mentoring and briefings from the outgoing President and Vice President
- Introduction to key stakeholders, funders, and community partners
- Full access to organisational history, strategic documents, and governance records
- Ongoing support from an experienced and committed board

You will not be stepping into the unknown, you will be stepping into a role with a strong foundation and people who want you to thrive.

HOW TO EXPRESS INTEREST

We encourage women who are passionate about the Jewish community and ready to step into a leadership role to get in touch. No previous board experience is required — just genuine commitment and a strong community spirit.

Please send a brief expression of interest outlining your background and what draws you to this role to office@ncjwavic.org.au.