

New England Chapter Administrative Assistant

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the well-being of the men and women who serve in the Israel Defense Forces. Our mission is to ease the burden they carry on behalf of the Israeli and Jewish communities worldwide. The organization is committed to providing soldiers and families of fallen soldiers with love, support and care through educational, social, cultural and recreational programs and facilities. FIDF is a 501c3 not-for-profit corporation headquartered in New York City with 20 regional offices around the country. This position reports to: The New England Region Executive Director.

Requirements:

- Bachelor's degree preferred
- A minimum of 3 years administrative assistant experience.

Skills and/or Experience Required:

- Donor/client relations
- Event planning
- Records management
- Strong computer skills including: Microsoft Office (Word, Excel, Outlook, PowerPoint); Raiser's Edge database knowledge a plus
- Excellent interpersonal, written, communication skills
- Highly organized, detailed-oriented and self-motivated with the ability to multi-task

Essential Job Duties:

- Support Board & Committee Meeting Management – emails, inquiries (doodle polls), confirmations, notes
- Correspondence with donors
- Respond to donor requests for information
- Manage IDF base visit/Israel trip requests and work with NYC departments
- Conduct Donor Research
- Manage schedule for Executive Director
- Work with volunteer leadership – Executive Committee of the Board
- Provide support for expense management
- Record Management - enter and manage records donors information in database
- Process pledges, thank-you cards, and other mailing as needed
- Handle communications and related tasks including, but not limited to: responding to requests for information from donors and executing large mailings

Project Management

- Event management support:
 - Annual Dinner
 - Major events during the year
 - Coordinate parlor meetings
- Collaborate with New England team members on special projects, as needed
- May be assigned other tasks and duties reasonably related to job responsibilities
- Working some evenings and Sundays are required.

We offer a competitive salary and comprehensive benefit package.

Please email a resume and cover letter, with your salary requirements, to hr@fidf.org.