

Northeast Operations Manager

Friends of the Israel Defense Forces (FIDF) was established in 1981 by a group of Holocaust survivors to provide for the wellbeing of the men and women who serve in the Israel Defense Forces (IDF) as well as the families of fallen soldiers. The Israeli Government is responsible for training the IDF and providing them with the necessary tools for their service. FIDF is committed to providing these soldiers with love, support, and care to ease the burden they carry on behalf of the Jewish community worldwide.

Job Summary:

The Northeast Operations Manager is a member of a dynamic, professional, and fast-paced fundraising team. This position provides administrative and other support to the Vice President and collaborates with the regional development staff in their efforts to significantly increase the revenue from the fundraising efforts in the region. Reports to the Vice President.

Educational Requirements:

- Bachelor's degree or an equivalent combination of education and experience may be considered in lieu of a degree.

Skills and/or Experience Required:

- A minimum of 5 years administrative and management experience, preferably in a non-profit organization.
- Strong computer skills including Microsoft Office, Excel, Outlook; Raiser's Edge a plus.
- Experience collaborating and motivating a diverse group of employees.
- Experience stewarding and engaging donors.
- Highly organized, detailed-oriented, and self-motivated.
- Ability to work independently while also supporting a team.
- A passion for the FIDF mission

Essential Job Duties:

- Provide administrative support to the Regional VP including, but not limited to expense reports, budgets, and logistics.
- Serve as a liaison between your Region and the National Office on all Operational matters
- Collaborate with the Regional team members on local special projects and events (ex. Local seminar, galas, missions, etc).
- Administer the Regional IMPACT! Program, including donor/student data in coordination, seasonal student letter disbursement, coordinate student/sponsor Zoom/in-person meetings, and updates regarding student status.
- Coordinate Base visits & VIP visits for donors and potential donors. Coordinate ceremonies for donors at bases
- Assist in the streamlining and organization of all regional processes and data organization
- Collaborate with the Development Associates to ensure their directors' needs are being met.
- Performs other duties as requested.
- Limited local travel required

Region-Specific Job Duties:

- Organize holiday and birthday celebrations and other special events.
- Create itineraries for visiting soldiers including hotel reservations, transportation to and from the airport, and local events and prep soldiers before each visit
- Generate and disseminate Chapter reports.
- Collaborate with the Vice President to create the annual staff retreat.
- Negotiate with vendors for small events.