

Project Manager and Operations Analyst

Friends of the Israel Defense Forces (FIDF) is a fundraising organization transforming the lives of the men and women of the IDF - Israel's future leaders and society builders. We are fast-paced, big-thinking, and performance-driven, and attract the brightest and most passionate who are professionally driven, personally motivated, and eager to make an impact.

Whether energized by making a difference in the lives of Israel's soldiers, wounded veterans, and bereaved families, or by providing hope and life-changing support to a population of diverse ethnicities, religions, and socioeconomic backgrounds, FIDF is for you!

Position Summary

Reporting to the CFO, the Project Manager and Operations Analyst manages and contributes to critical projects across FIDF. This role provides flexible project and operational support and liaises with other departments. This position manages the Change Management Committee.

Job Responsibilities

- Work closely with the Senior Leadership Team on important projects throughout the year, including but not limited to: annual budget development, notifications to partner organizations, reporting as requested (internal and external), process development, enforcement, maintenance, and communications to managers.
- Translate and operationalize high-level strategic ideas and decisions, including organizing and categorizing budget to reflect strategies as needed.
- Work closely with senior leadership on important projects and communications related to the Board of Directors.
- Execute both day-to-day budget and operational responsibilities and manage key projects particularly during times of organizational transition and annual and multi-year budget planning cycles.
- Maintain schedules for assigned projects to ensure work is delivered in a timely manner, and on budget.

Change Management Committee

- Maintain inventory of organizational-wide policies and procedures
- Solicit change ideas from the Chapters and Departments
- Prioritize what changes to pursue with senior leadership
- Create a roadmap of operational changes, and communicate it with the organization
- Using a project management tool, monitor and communicate the status of active projects

- Review all project plans and updates to policies and procedures. The Committee must approve any project before it can be rolled out
- Ensure that policies and procedures changes follow change management protocol when implemented
- Perform other duties as requested

Qualifications

- Bachelor's degree from an accredited university
- 3-5 years of related experience managing projects, written communications, and performing key budget and operational responsibilities.
- Proficient in Microsoft 365 including Word, Excel, PowerPoint and Outlook
- Strong organizational skills
- Extremely strong communication skills, with particular competency in creating compelling presentations and written materials
- Strong interpersonal skills. Ability to work cross-functionally.
- Proven ability to thrive in a dynamic high-energy environment
- Capable of working independently as well as collaboratively
- Demonstrated ability to manage and actualize projects, juggle multiple priorities and meet deadlines
- Ability to be flexible and adaptable to changes and shifting priorities