

Senior Associate, IMPACT!

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!

The Senior Associate, IMPACT! temporarily reports to the CFO.

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 2 years of experience working in a non-profit
- English and Hebrew proficiency (conversation, reading and writing) required
- Intermediate knowledge of Office (Excel, PowerPoint, Word)
- Knowledge of Raisers Edge and/or project management software a plus
- Strong organizational skills and attention to detail
- Proven project management skills, including ability to manage multiple concurrent projects with overlapping timelines
- Ability to work independently as well as in a team environment
- Display a passion for the organization's cause

Essential Job Duties:

Coordinate IMPACT! Scholarship Program with regional staff

- Serve as the key source of IMPACT! program information for all chapters and professionals in the field.
- Communicate with chapter and HQ professionals about IMPACT! on a regular and consistent basis.
- Respond to chapter and HQ department inquiries, emails, phone calls and questions in a timely manner.
- Responsible for students' IMPACT! assignments.
- Ensure chapters implement appropriate follow up with donors

- Follow up with chapters on pledged donations that are not yet paid.

Maintain database of IMPACT! financial data

- Serve as point of contact for IMPACT! Scholarship database
- Monitor fundraising versus program budget for IMPACT!
- Data entry and project management software (RE, SMS (and its replacement) and Back-Office)
- Work closely with IMPACT! team in Israel to monitor that all Freshdesk tickets raised in the US are cleared by Israel in a timely manner.

IMPACT! in the U.S.

- Manage IMPACT! program in coordination with the Israel office from commitment, through execution.
- Act as chief liaison with FIDF management on IMPACT! updates and information.
- Provide monthly IMPACT! reports including all information listed above to internal team, management and the Board of Directors.
- Monitor and ensure all relevant program information is entered into Raisers Edge.

Finance Support

- Collaborate with Finance to maintain comprehensive payment schedule for each program as applicable.
- Work with finance to maintain comprehensive financial data for IMPACT!

- If time permits after the IMPACT! program is operating effectively, provide support for other programs and projects beyond IMPACT! within the scope of the Finance department (e.g., pricing, letter of commitments and reporting),