



Maimonides Fund
Director of Special Initiatives
New York, NY



Maimonides Fund (MF) is a private grantmaking organization that funds in North America and Israel. MF aims to connect Jews to their people and their heritage, and to contribute to the vitality of the State of Israel. MF is also the publisher of SAPIR: A Journal of Jewish Conversations.

MF is creating a new role, Director of Special Initiatives (DSI). The DSI will serve as an in-house consultant to the board and program staff to provide the research and strategy necessary to develop new programs and initiatives (ranging from local to global). The DSI will liaise with other funders, Jewish communal leaders, content-area experts, and Jewish and American thought leaders around some of the most pressing issues in Jewish life, creatively developing ways of turning ideas into action. The DSI will move ideas along the path from creation to execution, helping to expand MF's capacity to generate and pursue new initiatives. The DSI will also work with the MF team to conceptualize and develop a variety of programs and major new initiatives to expand MF's impact, such as events, convenings, retreats, fellowships, multi-media content, and more.

Responsibilities

- Support program staff as they develop and implement new ideas, assisting with research, analysis, and planning.
- Think creatively and guide strategic initiatives forward with a consultative and collaborative approach, supported by detailed research and analysis.
- As appropriate, oversee external consultants to help develop particular elements of new projects that require specialized expertise.
- Develop special projects on an ad hoc basis.
- Keep informed of major trends, developments, and insights affecting the issues at hand.
- Maintain an understanding of relevant issues and developments in the field of strategic analysis and project management, particularly as it applies to grantmaking and non-profits.

Qualifications

- Able to conceive high-level strategy and align tactical needs creatively and effectively.
- Highly skilled in complex strategy development, balanced with practical experience in project implementation and management.
- Skilled in various research methodologies and qualitative and quantitative analysis; experience developing rigorous, purpose-driven measurement.
- Excellent communication and leadership skills, including the ability to listen and synthesize multiple inputs, bring clarity to complex or technical issues, build consensus, and handle highly sensitive information.

- Demonstrated ability to set and achieve bold goals, superb organization skills, and ability to balance multiple priorities and prioritize agendas.
- Able to work and problem-solve independently and in groups.
- Knowledge of Jewish philanthropy and communal organizations.
- Flexibility, adaptability, curiosity and integrity.
- Eagerness to work in an in-person office (currently 4 days in-person, 1 day at home).

This is a full-time position, working from our Manhattan-based office, with an expected salary range of \$150,000 - \$180,000, with full benefits and the possibility to participate in a bonus program.

Maimonides Fund is an Equal Opportunity Employer committed to an inclusive work environment and seeks a diverse pool of candidates for this search.

To apply to this position, please click [HERE](#).

Dara Z. Klarfeld, CEO