



Maimonides Fund
Program Officer
(Israel Education and Engagement)
Manhattan, New York



Background

Maimonides Fund (MF) is a private grantmaking organization that funds in North America and Israel, aiming 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: Ideas for a Thriving Jewish Future.

MF's Program Officers are issue-area specialists who have substantial responsibility for growing and sustaining portfolios of grants in MF's various focus areas. Program Officers contribute to developing MF's philanthropic strategy and actively participate in grantmaking by seeking, developing, recommending, and administering grants in the program area. Program Officers are expected to build networks and partnerships around issues central to MF's mission; communicate and advocate for systemic change; and multiply the impact of MF's investments and influence.

This position's areas of focus will include education about Israel in North America and working in North America to promote a safe, secure, and vibrant Israel. This position reports to the Director of North American Grantmaking.

You Will:

- Manage a portfolio of grants;
- Evaluate invited grant requests, including detailed financial statements and complex narratives;
- Maintain and expand upon a breadth of knowledge to enhance MF's strategies, including current trends, emerging issues, evaluations, academic literature, policy interventions, and innovations;
- Communicate with grantees, thinkers, field professionals, and funding colleagues on a regular basis, both seeking and providing information and recommendations necessary to support the efficacy and efficiency of MF's philanthropy.

You Have:

- 5+ years of experience in and an excellent working knowledge of the organized Jewish community and Israel;
- Demonstrated experience distilling complex information to form opinions, vocalize arguments, develop recommendations, and navigate implementation;
- Strong project management and operational experience;
- Exceptional quantitative and qualitative analytic and financial skills, including theoretical and data-driven research and analysis;
- Excellent written and verbal communication skills;
- Sound professional judgment, objectivity, tact, and humility;

- Professional or volunteer experience in assessing organizational leadership, strategy, and financials preferred.

You Are:

- Passionate about Israel and the Jewish People;
- Comfortable working both independently and collaboratively with a small team, as necessary;
- Emotionally intelligent, with the ability to exercise discretion in difficult or confidential situations;
- Flexible, creative, and able to adapt to shifting priorities in a fast-paced, evolving organization;
- Willing to regularly travel nationally and internationally.

Location and Salary

This is a full-time position, currently 4 days in-person in our Manhattan office and 1 day remote, with a salary range of \$85,000-\$135,000 (based on experience), with a good benefits package and the possibility to participate in a bonus program. Reasonable relocation expenses may be available to exceptional applicants.

This position description is based upon material provided by Maimonides Fund, an equal opportunity employer.

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

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