



Maimonides Fund
Program Officer
(Jewish Life and Learning)
Manhattan, New York



MAIMONIDES FUND

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, among other things, (i) deepening Jewish life and learning in North America, and in particular in and among communal institutions; and (ii) cultivating and training Jewish educators, leaders, and communal professionals to strengthen vibrant Jewish communities and Klal Yisrael (the Jewish People). 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; and
- Bring your unique skill sets to the MF team, while developing new skills and expertise.

You Have:

- 8+ years of experience in and an excellent working knowledge of the organized Jewish community;
- Moderate (or greater) experience engaging with strategic philanthropy;
- 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;
- A commitment to constant learning and growth;
- Professional or volunteer experience in assessing organizational leadership, strategy, and financial statements.

You Are:

- Passionate about Klal Yisrael, Israel, and the Jewish People;
- Comfortable working both independently and collaboratively with others, as necessary;
- An independent thinker who understands the role that a program officer plays in carrying out organizational mission and vision;
- Emotionally intelligent, with the ability to exercise discretion in difficult or confidential situations;
- Kind, courteous, and respectful, but willing to have challenging conversations;
- 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 \$120,000-\$140,000 (based on experience), with an excellent benefits package and the possibility to participate in a bonus program. Reasonable relocation expenses may be available to exceptional applicants.

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

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

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