

### **Content, Data and Administration Coordinator, International Relations Dept.**

**Israel Elwyn's (IE) International Relations Department is looking to recruit a Coordinator to join its Israel team!**

For over 4 decades, Israel Elwyn is one of the leading Israeli nonprofits serving people with disabilities! Currently, we serve close to 5,400 people with disabilities, aged 6 months to 120 years, in a variety of programs including: early intervention; transitional programs for youth & young adults, support for volunteers in national or military service; employment training and job placement programs; adult day services; retiree programs; supported living; self-advocacy and more.

Our programs are award-winning and have been recognized in Israel and internationally including by: the Zero Project, the Shalem Fund Excellence Award; NJHSA Pillar Award, etc.

The International Relations Department is responsible for building and maintaining IE's partnerships, with donors, professional organizations, private companies, and with organizations that operate international conferences. The position involves:

- Full-time position
- Hybrid work (up to three days at our Jerusalem based offices)
- Requires afternoon/evening availability for contacts from abroad (North America mainly)
- Ongoing work reporting to the Assistant CEO for International Relations and working with IE's professional and administrative staff

#### **Responsibilities**

- Involvement in the preparation of marketing materials and campaigns for donors and partners abroad (including annual impact report, pulling data and mailing lists)
- Maintaining English website and creating English social media content
- Involvement in preparation of materials for board meetings
- Documenting information in CRM systems, follow ups and reports
- Preparing monthly financial reports (including use of finance system)
- Supporting IE's "Friends of" organizations overseas - monitoring and responding to emails, answering phone calls (during defined hours), voice mails and other inquiries
- Preparing acknowledgment letters for donors
- Participation in departmental staff meetings on Zoom or face-to-face

#### **Position requirements**

- Excellent organizational skills
- Tech savvy
- Great interpersonal skills
- Experience in CRM systems (preferred in fundraising such as DonorPerfect)
- Experience in financial systems (Quickbooks)
- Excellent writing (English) and translation skills (Hebrew to English)
- Identification with the organization's guiding values
- Knowledge of the field of disabilities is an advantage
- Knowledge of the philanthropic world (North America particularly)
- English – mother tongue only
- Hebrew – spoken and written: Good/very good

#### **Additional qualities**

- Excellent collaboration ability
- Excellent technological skills
- Excellent organizational and time management skills
- Very motivated, positive approach and service oriented

Salary: NIS 10,000 – NIS 12,000 (based on experience and suitability).

Please send CV to: [info@IsraelElwyn.org.il](mailto:info@IsraelElwyn.org.il)