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**JERUSALEM FOUNDATION INC.**  
**EXECUTIVE DIRECTOR**  
**NEW YORK**

“Jerusalem stands at the crossroads of civilization, faith and history, holding within its gates relevance and meaning to billions of people around the world. A city that is relevant for its inhabitants is a city that provides opportunities for its residents.”

**BACKGROUND**

50 years ago, Teddy Kollek became the first Mayor to preside over a unified Jerusalem. Kollek, Jerusalem’s mayor for 28 years, recognized and guarded the sacredness of each holy site within Jerusalem’s boundaries, spearheaded the development of new neighborhoods, built public parks and schools, and created world-class cultural institutions, putting a modern face on an ancient city. He acknowledged each person’s right to live in and be an active part of Jerusalem’s vibrant community. He created the Jerusalem Foundation as the vehicle for funding and implementing this vision.

The stated mission of The Jerusalem Foundation is *to shape a modern, unified and vibrant city by creating opportunities for all Jerusalem residents. We identify and respond to the needs of Jerusalem, enhancing Jerusalem’s contribution to people of all faiths, sharing the city with our partners and friends worldwide and inspiring new generations to take part in Jerusalem’s future.* The Foundation raises the funds to support project and programs that impact the city and its residents. These projects are significant ventures, require constant funding, and they are supported through endowments and major gifts. Jerusalem Foundation projects rely heavily on strategic partnerships with the Jerusalem municipality, national ministries and other stakeholders in Jerusalem.

Since its founding in 1966, the Jerusalem Foundation has completed over 4000 projects. From small neighborhood parks to world-renowned landmarks, the Jerusalem Foundation is enhancing the life and vitality of every resident and every neighborhood of Jerusalem. Several of the best known projects include: Tisch Family Zoological Gardens, The Wilf Independence Park, The Koret Liberty Bell Park, Haas and Goldman Promenades, in Armon Hanatziv, Teddy Kollek Stadium, The Tower of David Museum of the History of Jerusalem, and Renovation of the Via Dolorosa. They have also built and/or renovated 21 community centers around the city and numerous synagogues.

In addition to capital projects, the Jerusalem Foundation supports programs and organizations in the areas of Economic Growth, Education, Vulnerable Populations, Dialogue, and Heritage.

The Jerusalem Foundation Inc. is a New York based 501C3 organization whose mission is to promote and raise funds for The Jerusalem Foundation in the US. It has a board of directors who guide and support its work. Several of the board members also serve on the JF International Board of Directors. The Executive Director, operating with a small staff has been responsible for raising \$12-\$14 million dollars annually in recent years. The Foundation enjoys years of support from many of the leading families and foundations in the American Jewish community. The Jerusalem also maintains offices has offices in Israel, Canada, and the UK.

### **THE POSITION**

The Executive Director (ED) of the Jerusalem Foundation Inc. is the senior professional and fundraiser representing the Jerusalem Foundation in the United States. The main focus of this role will be to expand fundraising results in the US. Building upon a recently approved plan for growth, the Executive Director will raise awareness about the Foundation's work and specific projects in the diverse areas that the Foundation supports in all communities of the city. Through research and networking, the ED will identify and cultivate relationships with individuals, families and foundations who may have an interest in the future of Jerusalem or the impact that JF projects will have and the city and its people. Jerusalem is important to people with a wide range of political and religious interests, providing a broad and diverse set of prospective constituents from which to build support. A central part of these responsibilities is the stewardship of relationships with the group of prestigious donors whose continued support has been fundamental to the Jerusalem Foundation, in many cases since its inception. Finally working with the JF Inc. Board of Directors and oversight of operations are important responsibilities. Identifying and recruiting new prospective board members and a new generation of donors are important challenges in the next phase of JF Inc. growth. The Director will be expected to travel domestically as needed to meet personally with donors and occasionally to Israel.

The ED will work closely with the staff of the Jerusalem Foundation in Israel. A Director of the North American desk in Israel supports the JF office in the US with research, proposals and coordination of donor visits to Jerusalem and projects. The Foundation's President and International Board Chair travel to the US regularly to meet with donors and US leadership.

Jerusalem Foundation Inc. is seeking an energetic, fundraising professional with significant, successful experience in cultivating, soliciting and stewarding major and capital gift donors.

Knowledge of the American Jewish philanthropic community is critical. Experience in national organizations and an understanding of the broad range of those interested in supporting Israel is helpful. The ED must be conversant in the range of issues regarding Israel and Israel-Diaspora relations and willing to become a passionate advocate for Jerusalem.

## **RESPONSIBILITIES**

- Develop operating plan and budget to implement activities that will result in development of new funds and new donors
- Steward relationships with current donors and US board members
- Conduct research and networking to identify new prospective donors and board members
- Activities to enhance the visibility of the Jerusalem Foundation and its work throughout the Jewish community and other Israel support groups
- Work closely with the US Foundation Board on fundraising strategies, board giving and solicitations, project review, operations and finances
- Communicate with the Israel office to update and coordinate efforts, including development of fundraising and outreach work plans, coordination of trips and meetings to the USA of JF Jerusalem President and International Board Chair
- Develop and maintain relationships with Jerusalem Municipality and the Mayor's office.
- Serve as the Jerusalem Foundation's USA representative in meetings, events and conferences where prospective and current donors are present
- Oversee office operations and staff
- Expectation of meeting annual fundraising goals

## **QUALIFICATIONS**

- Demonstrated success in major and capital gift fundraising
- Proven expertise in developing and maintaining networks among major individual philanthropic donors and family foundations
- Knowledge about and conversant regarding the current Israel situation and Israel-Diaspora issues
- Gravitas, clarity and inspirational in presentation and communication skills.
- A sincere and genuine interest in the mission of Jerusalem Foundation
- Strong communication skills both verbal and written
- A driven, goal oriented person with a business-like approach to setting and monitoring progress toward goals
- A self-starter, comfortable working independently

- An organized manager, comfortable recommending strategic direction and implementing that direction on his/her own
- Excellent interpersonal, political, and diplomatic skills, along with the ability to lead and partner with integrity and inspiration. Flexibility and openness to working with professional and volunteer community leaders nationwide and in Israel.
- Significant experience with Israel and working with Israelis. Knowledge of Hebrew helpful
- Be available for frequent travel throughout North America and for occasional travel to Israel

### **COMPENSATION**

An attractive and competitive package, commensurate with level of experience, is available.

### **FOR MORE INFORMATION, TO SUBMIT A RESUME OR RECOMMENDATION, PLEASE CONTACT:**

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