Policy and Communications Associate Job Description

Job Title: Policy and Communications Associate
Reports to: Associate Director of Policy and Communications
Position Type: Full-Time, Non-Exempt
Location: New York, NY 10017

Israel Policy Forum is an educational and policy organization working to shape the discourse and mobilize support among American Jewish leaders and U.S. policymakers for the realization of a viable two-state solution consistent with Israel's security. We do this by educating political and communal leaders on pragmatic policy ideas to improve Israel’s security while maintaining conditions for an eventual two-state solution, and by building consensus in the policy and Jewish communities for these visions and goals. We envision a Jewish, democratic, and secure Israel, and support a strong and enduring U.S.-Israel relationship.

Summary
Israel Policy Forum is seeking a full-time Policy and Communications Associate. The Policy and Communications Associate is responsible for managing Israel Policy Forum’s strategic communications, analytical content, digital outreach efforts, and social media presence. The position will report directly to the Associate Director of Policy and Communications in New York and work closely with the Communications Director (Tel Aviv).

Key Responsibilities

- **Electronic Communications.** Prepare effective mass email campaigns to Israel Policy Forum subscribers and assist other staff with messaging to their respective lists. Oversee Israel Policy Forum subscriber databases.
- **Graphic Design.** Create visually appealing and aesthetically consistent graphics to advertise for Israel Policy Forum events, digital campaigns, and other resources.
- **Website Management.** Maintain and update Israel Policy Forum’s website using creative, multimedia elements, under the guidance of the other communications staff.
- **Analysis and Strategic Communications.** Edit and write for Israel Policy Forum’s collaborative blog, Israel Policy Exchange.
- **Social Media Strategy and Development.** Implement Israel Policy Forum’s social media strategy on Facebook and Twitter.
- **Other projects may include** implementing digital education campaigns, assisting with production of audiovisual content (such as video clips and Israel Policy Forum’s podcast), and other tasks as needed.

Skills and Qualifications

- Bachelor’s degree in political science, public policy, history, international relations, or other relevant field
- Minimum 1-2 years of professional or intern experience in a digital communications and policy capacity at a non-profit, political campaign, Congressional office, or other comparable setting
- Strong knowledge of Israeli-Palestinian conflict and relevant U.S. foreign policy
- Excellent writing and organizational skills
- Experience with Adobe Creative Suite products including InDesign and Photoshop preferred
- Experience with database software
- Experience with WordPress preferred
- Experience with Hebrew a plus
- Support for Israel Policy Forum’s mission and strong knowledge of Israeli-Palestinian conflict are essential

This is a full-time, non-exempt position, with occasional evening or weekend work if needed. The annual salary range is $42,500-$48,500, depending on experience. Benefits include generous paid time off; health, dental and vision benefits; and a 401(K) match.

Israel Policy Forum is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please submit a resume and cover letter stating why you want to work at Israel Policy Forum to Evan Gottesman at apply@ipforum.org with “Policy and Communications Associate” in the subject line. Candidates are also required to submit a writing sample (preferably related to Israeli-Palestinian conflict) and a graphic design sample.
Development Associate Job Description

Job Title: Development Associate
Reports to: Development Director
Position Type: Full-Time, Non-Exempt
Location: New York, NY 10017

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Summary
Israel Policy Forum is seeking a full-time Development Associate, an important member of the development team. Key responsibilities include processing donor acknowledgment letters, doing donor and prospect research, and managing donor meeting logistics. In addition, this position will provide general administrative and scheduling support to the Executive Director and Development Director, such as arranging meetings with donors and board members, preparing donor packets, making travel arrangements, and taking meeting minutes.

Key Development Responsibilities
- Prepare and send acknowledgement letters
- Prepare materials for donor meetings
- Produce donor and prospect research
- Manage logistics for donor meetings and annual delegations to Israel

Key Administrative Responsibilities
- Manage schedules and travel logistics for Executive Director and Development Director, including booking flights and hotels
- Manage travel logistics for event speakers, including booking flights and hotels and managing expense reimbursements
- Arrange logistics for quarterly board meetings and other meetings as needed, and take meeting minutes
- Answer incoming phone inquiries and manage incoming and outgoing mail
- Provide day-to-day administrative support to the Executive Director and Development Director, as needed

Skills and Qualifications
- A minimum of 2 years of work experience, preferably in the nonprofit sector
- Experience supporting executive and senior staff
- Ability to represent Israel Policy Forum to donors and interact with members of the board
- Meticulous attention to detail and accuracy
- Proficiency with Microsoft Office and experience with Salesforce database
- Highly organized with excellent time management and planning skills
- Ability to efficiently and accurately manage multiple projects in a fast-paced environment
- Strong verbal, written and interpersonal communications skills
- Bachelor’s degree required
- Strong commitment for Israel Policy Forum’s mission

This is a full-time, non-exempt position, with very occasional evening or weekend work if needed. The annual salary range is $42,500-$48,500, depending on experience. Benefits include generous paid time off; health, dental and vision benefits; and a 401(K) match.

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Please submit a resume and cover letter stating why you want to work at Israel Policy Forum to Samantha Pohl at apply@ipforum.org with “Development Associate” in the subject line.