

IPF Atid Strategic Initiatives Associate

Job Title: IPF Atid Strategic Initiatives Associate
Reports to: IPF Atid National Director
Position Type: Full Time
Location: New York, NY

Israel Policy Forum has an exciting opportunity for an IPF Atid Strategic Initiatives Associate, a new position created to support Israel Policy Forum's rapidly growing young professionals program. Created in July 2017, IPF Atid engages thousands of millennial leaders in their 20s and 30s, both online and in person. Comprised of active chapters in Chicago, Los Angeles, New York, San Francisco, and Washington, DC, additional city launches and special programs are slated for 2020 and beyond.

Working closely with the IPF Atid National Director and wider staff, this creative self-starter will expand the impact and reach of IPF Atid by assisting in initiating programs and mobilizing volunteer leaders nationwide. The successful candidate will have an opportunity to be involved in advancing numerous aspects of the organization's work, including through marketing, strategic communications, policy analysis and educational programs.

A non-profit, nonpartisan organization, Israel Policy Forum was established in 1993 with the support of the late Prime Minister Yitzhak Rabin. It has re-emerged as an important resource for policymakers and community leaders alike and is increasingly utilized by those seeking thoughtful analysis and credible information on key issues impacting a future two-state solution, US diplomacy in the Middle East, and the US-Israel relationship. The organization regularly convenes educational roundtables with high-level Israeli and American partners to engage a diverse array of American Jewish leaders, organizes leadership delegations to Israel and the region, and develops innovative partnerships with institutions nationwide.

With more than a dozen talented and passionate team members based in New York, Washington, DC, and Israel, the successful candidate will join a historic organization with a start-up mentality. This position contains opportunities for internal advancement for the right candidate.

Key responsibilities include but are not limited to:

- Help spearhead special programs and initiatives to engage lay leaders and advance Israel Policy Forum's values and mission towards a two-state solution; examples include IPF Atid's new Women, Peace & Security Channel, the annual leadership delegation to the region and more;

- Coordinate and implement strategic communications strategies and campaigns for social media, in-person, and other digital platforms;
- Support IPF Atid and work collaboratively Israel Policy Forum staff on general programs, leadership gatherings, and other organizing activities;
- Travel will be required to IPF Atid chapter cities and communities throughout calendar year.

Qualifications:

- Strong passion for Israel Policy Forum's vision, mission, values, and work is a must;
- Strong background in US Middle East policy and Israeli-Palestinian conflict resolution;
- At least 2-3 years of relevant professional experience in communications, policy, programs and other related fields;
- B.A. required, advanced degree preferred;
- Strong creative, interpersonal and communication skills;
- Experience working with social media and digital platforms (Facebook, Instagram, Twitter, YouTube, others);
- Ability to work both independently and collaboratively as part of a fast-moving team;
- Excellent organizational, time management and event-planning skills;
- Ability to manage deadlines and multiple projects in a fast-paced environment;
- Familiarity working within the non-profit sector and organized Jewish communal world.

The salary range is \$50,000 - \$57,500, commensurate with 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 cover letter, resume, and names and contact information for two references to Snezhana Orlando at apply@ipforum.org.