

## **Chief Operating Officer of Livnot U'Lehibanot**

### **About the Organization**

Livnot U'Lehibanot is a 42 year-old non-profit located in the heart of Old City, Tzfat. We are dedicated to connecting young adults to their heritage and the land of Israel through weeklong retreats, Shabbatonim, workshops, and archeological tours. Livnot is also home to a 16th century community center, which is an Israeli National Heritage site, as well as a multimedia interactive tunnel tour experience.

### **Requirements**

- Native English Speaker, Proficient in Hebrew (Spoken, Written)
- 5+ years of experience as a C-Level Officer for a Jewish Non-Profit
- Exceptional Communication Skills (Public Speaking, Grant Writing, Face-to-Face)
- Experience in Administration (Staff Supervision)
- Financial Knowledge (Specifically Israel Amutot)
- Marketing Experience (Digital, Direct)
- Up-to-date knowledge of Jewish Organizations & Philanthropies
- Experience with Israel Trip Organizers (preferred)

### **Responsibilities**

- Oversee and Coordinate Tzfat-based activities for a staff of 15+ (full & part-time)
- Develop creative ideas for strategic planning and overseeing their implementation
- Overseeing Marketing & Recruitment for on-site retreats, workshops, and tunnel tour
- Interfacing with other Israel Experience Organizations and Providers
- Partnering with Federations, JCC's, and other Jewish Organization
- Preparing budgets and financial reports for internal and external use.
- Serve as liaison to CPA regarding financial reports
- Organizing bi-annual meetings for Israeli Board of Directors and operating committee
- Developing relationships with charitable foundations with representatives in Israel
- Coordinating site-visits by Jewish professionals and potential supporters
- Oversee grant proposal writer

Resumes should be sent to email: [humanresources@livnot.org](mailto:humanresources@livnot.org)



## לבנות ולהבנות ע"ר

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*Take a Piece of Tzfat With You*

*«צריך שאך אנכנים אג צפג פניא»*