



OR HALEV

Join Or HaLev, "Light of the Heart" in Hebrew, on its mission to expand Jewish spirituality and meditation. As a grant and development specialist, you will play a pivotal role in expanding and amplifying our impact.

Our organization has witnessed remarkable growth in the United States, Israel and around the globe, fueled by the generosity of our community and initial grants. Now, as we set our sights on further expansion, we're seeking a talented individual to bolster our development efforts and take us to new heights.

In this multifaceted role, you'll be at the forefront of our fundraising endeavors, from cultivating relationships with foundations to engaging individual donors and orchestrating impactful fundraising events. Here's a glimpse of what you'll be doing:

Primary Responsibilities:

Identifying Funding Opportunities: Constantly scouting for new funding prospects to support Or HaLev's mission.

Foundation Relations: Nurture existing foundation relationships while forging new ones, writing grant proposals and reports, and cultivating relationships alongside the executive director.

Individual Donor Relations: Leading the annual campaign, maintaining relationships with donors of all levels, stewarding major donors, and organizing fundraising events.

Fundraising Coordination: Overseeing and administering all fundraising efforts, including tracking donations, maintaining the CRM database, and generating reports.

Qualifications:

- **Self-Motivation and Direction:** Ability to drive initiatives forward independently is essential.
- **Strong Communication Skills:** Proficiency in English, both written and verbal, is necessary for effective communication with donors and foundations.
- **Fundraising Experience:** A proven track record in fundraising, preferably within the American Jewish community, is crucial.
- **Knowledge of American Jewish Foundations:** Familiarity with the landscape of American Jewish foundations will be beneficial in identifying and securing funding opportunities.

Position Details:

- Hours: This is a half-time position. Hours are flexible, contingent upon meeting organizational benchmarks. Some evening hours are required for connecting with stakeholders.
- Location: The role is remote. You will be working with individuals and organizations in the United States, Israel and Europe.
- Evening Availability: Salary:
- The salary range is competitive, ranging from \$44,000 to \$49,000 per year for this half time position, commensurate with experience.

Application Process:

Interested candidates should submit a resume and cover letter to CV@orhalev.org, detailing their fit for the position and desired salary.

- Resume reviews will commence promptly, with the aim of filling the position without delay.

If you're ready to make a meaningful impact while embracing a dynamic remote work environment, we encourage you to apply. Highlight your fundraising prowess, your affinity for Jewish spirituality, and your ability to thrive in a collaborative setting. You can learn more about Or HaLev here: <https://www.orhalev.net/>

Or HaLev is an Equal Opportunity Employer. We provide equal opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, religious creed, disability, age, marital status, sexual orientation, or military or veteran status. We encourage individuals of all backgrounds to apply.