

**Job Title:** Director, The Gimprich Family Foundation

**Hours:** 25 hours per week. Weekly demands fluctuate during different parts of the grant cycle year and in accordance with site visit schedules -- some weeks may demand more hours and some weeks fewer. Due to the time zone difference (trustees live on both the east and west coasts of the USA), some early evening and/or early morning hours may be needed from time to time. On-going work hours are flexible.

1. **Minimal Qualifications:**

- a. Bachelor of Arts, Masters preferred.
- b. Knowledge of the Israeli not-for-profit sector, especially in the peripheral areas.
- c. Familiarity with legal and regulatory rules relating to Israeli and American non-profit foundations.
- d. Near-native fluency in Hebrew/English: speech, reading and writing.

2. **Key Functions:**

- a. Assist foundation trustees to make informed decisions about grants by providing proactively relevant information on applicants through background papers, past or new grant application information, discussions with community leaders and site visits to organizations.
- b. Monitor and evaluate the success of grants through on-going contact with grantees, observations of activities seen on social or traditional media, as well as collection, evaluation and distribution of reports on the grants.
- c. Represent the foundation in both the philanthropic and nonprofit communities in Israel, and, as appropriate in the U.S. and the broader Jewish world.
- d. Provide all administrative support to ensure the smooth operations of the foundation, including liaison with auditors, vendors, and other key partners. Prepare and review monthly bank reconciliation reports.
- e. Supervise the administrative assistant including preparation of reports, monthly bank reconciliations, review of travel and reimbursement submissions, preparation of meeting minutes, ordering, delivery and set-up of food and other materials for board and other meetings.

3. **Responsibilities**

- a. Collect, evaluate and distribute reports on grants.
- b. Prepare two annual cycles of grant applications.
- c. Attend board meetings and present grant request applications and additional related background material.
- d. Maintain contact with board members between board meetings and be an ongoing resource for board members through mail, phone conversations and visits.

- e. Maintain contact with the Jewish Funders Network and the Israel Funder's Forum via websites, individual networking with relevant funders and attendance at meetings of the Forum and relevant sub-committees.
  - f. Maintain the foundation website and database.
  - g. Respond to phone calls, mail and e-mails about the foundation, maintain a virtual office
  - h. Meet with the Board President regularly, and other trustees (e.g. Treasurer) as needed, to review work and strategize on activities.
4. **Tasks:**
- a. Create a semiannual docket: the docket is created by evaluating initial inquiries (letters of intent), networking with other foundations and reaching out to organizations in the current focus area; distributing the application form; working with organizations to create clear, easy-to-read-and-understand grant applications (this may involve asking grantees to rewrite sections of their proposals or modify the budget). Conduct site visits and write summary recommendations.
  - b. Board meetings: Actively participate in deliberations and discussions on the grant requests, and provide content knowledge on the topic area, and on current events in Israel and the Jewish world. Arrange for a meeting place, distribution of materials, refreshments and all other details connected to conducting the board meetings.
  - c. Contact with board members: Throughout the year, distribute relevant new information to board members, organize site visits during board members' trips to Israel and be a resource for any questions that board members may have regarding the GFF activities, non-profit organizations funded or evaluated and Israel in general.
  - d. Reports on grants: Ensure that all grantees return reports in a timely manner on the status of their projects and that the reports reflect the use of the grant funds. Evaluate the effectiveness of the funded project; write comments and recommendations regarding refunding based on the reports.
  - e. Be the presence of the foundation in the philanthropic and the non-profit world: attend meetings of the IFF and the JFN that are relevant to the GFF; speak at NGO and philanthropic forums; as appropriate, initiate roundtables, conferences or other gatherings that promote the work of GFF and that strengthen ties between the GFF and community partners.
  - f. Administration: Respond to phone and e-mail inquiries on a daily basis and retrieve mail weekly from the foundation's POB. Maintain a virtual office: purchase supplies, pay fees etc. Maintain contact with the GFF accountants, investment professionals and bankers. Review monthly bank statements and supervise completion of the foundation's annual audit.
  - g. Update and manage the foundation database and website.
  - h. Other responsibilities as needed.

To apply for the position, please send a **brief** cover note listing three reasons why you believe you are a good fit for this position and attach your resume.

Materials may be sent in confidence to Michael Schmidt, President, GFF, at [mschmidtnyc@gmail.com](mailto:mschmidtnyc@gmail.com)