

Global Encounters Associate

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Company: JDC

Location: Jerusalem

Category: other-general

JDC, the world's leading Jewish humanitarian organization, is seeking to hire a vibrant self-starter with superior organizational skills to fill a position as Global Encounters Associate.

The **Global Encounters Associate** is responsible for developing and executing meaningful and educational visits and experiences across the JDC world, reflecting the organization's mission and priority funding needs.

The Global Encounters (GE) team serves as a critical component of JDC's global Resource Development department. The GE team develops and implements travel and visits to JDC programs throughout the world for JDC existing and prospective supporters and partners.

What will you do as Global Encounters Associate?

Work in partnership with JDC's global field staff and fundraising team to develop the ultimate donor experience in the field

Develop mission related educational materials including background reading, program information, archival research, recruitment materials etc.

Lead and facilitate visits as applicable (briefings and presentations for funders)

Travel to various JDC locations for mission planning and staffing, as needed

Prepare the various JDC professionals for mission visits including coordination of prep meetings, talking points and other related background.

Provide creative and technical support for virtual programs highlighting JDC's global work

Responsible for logistics and content, speaker's prep, session flow, timeline, project, and budget management; vendor research, relations, and contracting;

Provides administrative and logistical support, including meeting scheduling, travel arrangements, reservations, trip schedules and expense reporting.

Ensure compliance with JDC protocols and policies as related to missions including legal contracts, security, expenses/billing, insurance etc.

Finance Liaison- Submits, monitors and tracks all payments and reimbursements throughout the global accounting systems.

Systems Liaison- Rebuilding database and CRM to provide real-time data on donor travel. Preparation of Reports and stats.

Who is the Global Encounters Associate?

Dynamic and resourceful with a high ability to work under pressure.

Exceptional organizational skills and a self-starter who is passionate about delivering at a high standard

A strong communicator

Team player who is committed to strengthening JDC

Responsive and detail oriented

What qualifications do you need to be our Global Resource Development Associate?

2-5 Years of experience as a mission coordinator or similar role

Fluent Hebrew and English

Proficiency in Microsoft Office, Excel, PPT, Outlook, Zoom

Ability to travel across Israel occasionally

Why work at JDC?

The People – What we hear most from our team members is that they enjoy working with others who share their passion for doing good; Our staff aim to use their skills to make a positive difference in the lives of others

A Global Environment – you will have the opportunity to develop a global perspective, working with staff from all over the world

Tikkun Olam – This Jewish value of “repairing the world” is deeply important to us. Collectively we are dedicated to making a positive impact on the lives of others

The Joint (JDC) - the American Jewish Joint Distribution Committee or The Joint -- is the leading Jewish humanitarian organization, working in 70 countries to lift lives and strengthen communities. We rescue Jews in danger, provide aid to vulnerable Jews, develop innovative solutions to Israel’s most complex social challenges, cultivate a Jewish future, and lead the Jewish community’s response to crises. For over 100 years, our work has put the timeless Jewish value of mutual responsibility into action, making JDC essential to the survival of millions of people and the advancement of Jewish life across the globe.

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