**Deputy Director**  
Reporting to: Executive Director, North America  
Location: New York, NY  
Organization: ENCOUNTER

ENCOUNTER is an educational organization dedicated to providing Jewish Diaspora leaders from across the religious and political spectrum with exposure to Palestinian life. Through ground-breaking tours to Palestinian cities, dialogue facilitation trainings, and follow-up programming in North America, ENCOUNTER is creating breakthroughs in understanding and conflict transformation between Jews and Arabs as well as between Jews and other Jews. Founded in 2005 by Rabbis and veteran peace-builders, ENCOUNTER has partnered with Palestinian organizations to bring more than 700 Jewish leaders – from Federation executives to Orthodox Rabbis to Jewish day school educators – to Bethlehem, Hebron, Ramallah, and East Jerusalem.

ENCOUNTER is poised to grow significantly in size and impact in coming years. In the past year we have tripled our programming and staff, and expect to continue to experience significant growth in the coming years.

We seek a **Deputy Director** who will join us at this pivotal time to help us accomplish our mission and sustain our continued growth. This newly created position will play a critical leadership role in ENCOUNTER's small North American team, working closely with the Executive Director in all management and fundraising responsibilities. The ideal candidate will possess uniquely strong communication and interpersonal skills, demonstrating exceptional ability to be a thoughtful, persuasive, and enthusiastic public advocate for ENCOUNTER’s mission, vision, and key program activities.

**Job Responsibilities:**

- **Resource Development:** Assume primary responsibility for meeting ENCOUNTER’s annual fundraising goals for foundations and individual donors, including donor communications and grant-writing. Identify new funding sources and build on-going relationships with donors. Monitor achievement of qualitative and quantitative outcomes, ensure compliance with all grants, and report to funders.

- **Financial, Personnel, and Operational Management:** Assist Executive Director in ENCOUNTER’s financial and administrative management. Supervise Administrative Coordinator in preparation of budgets, financial reports, HR communications, insurance contracts, and payroll. Help oversee staff meetings, performance reviews, and work plans.

- **Networking and Diplomacy:** Represent ENCOUNTER in various functions including public events, conferences, and other community meetings as needed. Engage in networking to expand ENCOUNTER’s organizational partnerships and alliances in Middle East and North American programming.

- **Program Planning/Implementation:** Assist Executive Director in overseeing implementation of North American programming to ensure quality and efficiency. North
American programs and events include Israel Education Initiative; alumni retreat; dialogue facilitation trainings; and support of alumni-initiated peace-building efforts.

**Qualifications:**

- Passionate commitment to conflict transformation between Jews and Arabs as well as between Jews from diverse religious and political backgrounds
- Outstanding oral presentation, written communication, and networking skills
- Proven professional track record in non-profit environment; fundraising experience with major donors, grant-writing, and budgets preferred
- Detail-oriented, highly organized and resourceful with ability to prioritize, multi-task, take initiative and handle pressure
- Self-motivated and able to work independently and as part of a team
- BA required; graduate degree preferred
- Knowledge of American Jewish, Palestinian, and Israeli communities a plus
- Minimum two year time commitment

Full time; occasional evenings and weekends required.

Attractive compensation package commensurate with experience, including competitive salary and comprehensive benefits.

Please send cover letter and resume to Rabbi Melissa Weintraub at jobs@encounterprograms.org and include: ‘Your Name, Deputy Director, NYC’ in the subject line.

*No phone calls please.* This position will remain open until filled with the most qualified candidate. Please note that due to the anticipated high level of interest in this program, ENCOUNTER will only be able to respond to application finalists.