

The Hebrew University of Jerusalem  
is looking for its next passionate team member:

### Israeli Alumni Community Manager- UK

For over a hundred years, the Hebrew University of Jerusalem aims to challenge and innovate. We lead and develop higher education in Israel and are consistently ranked among the 100 leading universities in the world. At the Hebrew University, innovation is our tradition. The work done within our campuses has led to breakthrough treatments, agricultural advancements, new perspectives on the legal system, politics, and society, as well as lifesaving technologies. Bringing together faculty, students, and alumni from across Israel's diverse sectors and around the world, from rediscovering the past to charting the future - at the Hebrew University, exceptional is our norm. We invite you to become a part of this vision.

Part Time Position – 50%. Competitive salary. Location - London, UK

#### POSITION HIGHLIGHTS:

As part of ongoing efforts of the British Friends of The Hebrew University (BFHU), the Israeli Alumni Association and the Division for External Relations and Development to reconnect and strengthen the community of Israeli, Hebrew speaking University alumni around the world, are looking for a UK Alumni Community Manager. The community manager reports to the Head of Israel desk and the Director of Alumni Affairs in Israel with full coordination with the BFHU management. Responsibilities include development, design, planning and implementation of a local Alumni Cell and community, programs and engagement activities designed to foster and strengthen the relationship between the University and its alumni, with emphasis on leading alumni. You will oversee alumni engagement, data collection and management systems as well as produce alumni events in London. The operation of alumni activity will entail ongoing coordination with the BFHU, including defining common short- and long-term goals, knowledge and sharing organizational resources.

#### RESPONSIBILITIES

- Develop a strategic plan for Israeli HUJI UK alumni community with Israel Alumni Affairs Director.
- Set priorities, goals, and oversee the development of a comprehensive program in Hebrew to engage Israeli HUJI UK alumni in meaningful ways aimed at fostering lifelong connections.
- Plan and execute all alumni events in London, including special programs, seminars, and special events.
- Build proactive processes and actions to locate information, maintain a database and establish connections with Hebrew speaking Israeli alumni in London and its surroundings, with a significant emphasis on leading Hebrew U alumni.
- In collaboration with the Division for External Relations Public Affairs, develop an outreach plan for alumni. cultivate relationships and promote ongoing contact through newsletters in Hebrew, websites, social media channels and other materials/publications.

- Manage and maintain Israeli HUJI UK alumni database, adhering to local GDPR stipulations, maintain lists, track updates, and coordinate and update data across various platforms.
- Coordinate and oversee meetings of alumni with H.U representatives traveling to London.
- Work with BFHU representatives for prospect identification for annual gifts, from Israeli alumni in the UK.
- Create and execute an annual activity Gantt in coordination with the Israeli Alumni Association.
- Other general activities as assigned by the Israel Desk.

#### REQUIREMENTS:

##### mandatory

- Israeli national
- Bachelor's Degree (Minimum). Preferred – HUJI degree
- Resident of the greater London area
- Fluent in Hebrew (Native speaker level) and English
- Excellent communication skills, writing, public speaking, and presentations
- Ability to perform well under pressure and manage multiple projects simultaneously
- Experience in community organization / development / leadership
- Proficiency in computerized environments, Windows, Office Suite programs
- Experience with social media, posting, managing pages, data, and statistics analysis
- Ability to work independently and as part of a team to meet expected deadlines and schedules with regular weekend and evening work

##### Preferred

- Experience with data location and gathering information from the web
- Experience with crowdfunding campaigns and/or platforms
- Experience with organizing local and abroad missions and convoys
- Experience with CRM databases
- Valid driver's license, willingness and ability to travel according to position needs

If you are interested in this position, please submit the following materials, by email, to: [alumnifriends@savion.huji.ac.il](mailto:alumnifriends@savion.huji.ac.il)

Cover letter (~1 page) | C.V | Two letters of recommendation  
(Optional: Short video clip introduction)

The Hebrew University aims to create a fair, equal, safe, and encouraging environment for all, regardless of race, religion, gender identity, sexual preference, and ethnicity. Faculty, students, administrators, and staff fully embrace a vision of equity, diversity, and inclusion. We have an opportunity to lead by example, both as an institution and as individuals, to create an equal and just society.