

HADASSAH



Job Description: Strategic Project Manager | 100%

Hadassah Offices in Israel (HOI) plays a vital role as the liaison office for Hadassah, The Women's Zionist Organization of America (HWZOA) in Israel, representing HWZOA in Israel and providing oversight, coordination, and fundraising support for Hadassah-owned entities in the country, including Hadassah Medical Organization (HMO), Meir Shfeya Youth Village, and Hadassah Neurim Youth Village.

Responsibilities:

The Strategic Project Manager will work hand in hand with the Executive Director and other senior management team members to identify strategic opportunities for Hadassah Offices in Israel, develop and carry out special projects, plan meetings and collaborations with key stakeholders, and conduct follow-up to ensure effective maintenance and development of strategic relationships.

1. **Project Development and Supervision:** Work with team to develop meaningful projects and oversee project planning, execution, and completion, ensuring adherence to timelines, budgets, and quality standards. Assist Executive Director and other key staff in implementing flagship projects in coordination with Hadassah's subsidiaries, as needed.
2. **Progress Tracking and Reporting:** Regularly report project progress, highlighting challenges and addressing them proactively to ensure timely completion.
3. **Strategic Planning and Analysis:** Develop and execute long-term plans in coordination with Executive Director and senior management team. Conduct research to identify opportunities and inform organizational decision-making.
4. **Meeting Coordination and Follow-up:** Plan meetings, ensuring inclusion of relevant stakeholders and agenda items. Efficiently summarize key discussions for timely reporting to supervisor and stakeholders. Follow up with participants to assure prompt action and continued progress.
5. **Communication and Collaboration:** Act as a central point of contact, fostering seamless communication and collaboration across departments and with stakeholders.
6. **Cross-functional Collaboration:** Collaborate with teams to gather insights for strategic initiatives and ensure alignment with organizational goals.
7. **Stakeholder Engagement:** Communicate effectively with stakeholders at all levels to ensure alignment and engagement in strategic initiatives.

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Requirements:

- Bachelor's degree in a relevant field (Master's preferred).
- Proven experience in staff coordination roles, with demonstrated ability to summarize meetings, track follow-up, strategic planning and support executive leadership.
- Strong organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines.
- Proven experience in project management roles, with a track record of successfully executing projects, meetings and events.
- Strong organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Analytical mindset and problem-solving skills to address operational challenges.
- Excellent communication skills, both written and verbal, in Hebrew and English, with the ability to effectively communicate with diverse stakeholders.
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If you are a motivated and skilled professional, eager to make a difference, we invite you to apply for this pivotal role at HOI. Join our dynamic team and be part of our continued growth and success.

Candidates with the right qualifications are welcome to submit their CVs to:
HOIHR@hadassah.org

Please kindly include the name of the position in the subject line of your email.

We look forward to receiving your application.

Hadassah Offices in Israel