

## Application Package

Erica Friedman

### **Job Posting: Grant Writer – Appleseeds Academy**

**Source:** “Grant Writer - Appleseeds Academy.” *NGO Catalyst*, 28 Dec. 2018, [ngocatalyst.org/job/grant-writer-appleseeds-academy/](http://ngocatalyst.org/job/grant-writer-appleseeds-academy/).

**Link:** <http://ngocatalyst.org/job/grant-writer-appleseeds-academy/>

**Description:** Appleseeds Academy NGO in Ramla Seeks Full Time Grant writer and Donor Relations, associate –

**Responsibilities:** Full time position that reports directly to the VP of Development

#### **Duties will include, but are not limited to:**

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal calendar
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned

#### **Requirements:**

- A minimum of 1 year of experience in research and grant writing; nonprofit experience a plus
- Bachelor’s Degree required
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- English Speaker

**To Apply:** <https://jobs.secrettelaviv.com/job/grant-writer-for-appleseeds-academy/>

Dorit 27  
Tel Aviv-Jaffa, Israel

March 24, 2019

Shira Erez  
Vice President, Resource Development  
Appleseeds Academy  
Tchernichovsky 3, Ramla, Israel

Dear Ms. Erez:

Please find attached my resume in consideration of the grant writer and donor relations associate position, as advertised on December 27th on NGO Catalyst. I have been working as the resource development and external relations coordinator at a non-profit promoting Jewish pluralism in Tel Aviv-Jaffa, since January 2018.

As you can see from my enclosed resume, I have more than a decade of work and volunteer experience at Israeli non-profits; much of it in promoting and participating in formal and informal educational initiatives. Creating factual, compelling, concise and effective grants, reports, social media content, and other forms of communication, are all skills that I sharpened at Midreshet, Meshutaf Tel Aviv, and the Daniel Centers.

As a self-starter, I developed the Daniel Centers' annual grant calendar, including donor segmentations for updates corresponding to donor/foundation interests, PR and EOY campaigns, newsletters, and e-blasts. As a team member, I worked with program managers to track grant compliance and program evaluation, and often accompanied staff on on-site visits.

Appleseeds Academy's important work in providing technological education for marginalized populations is admirable, and advances coexistence and shared society in Israel; these are issues that I am passionate about, and would like to support with my writing and fundraising skills. If you think my background suits Appleseeds Academy's needs, I would be happy to discuss this opportunity further. Please contact me at your convenience at 055-224-7658 or at [erica.friedman@alumni.ubc.ca](mailto:erica.friedman@alumni.ubc.ca).

Sincerely,

Erica Friedman

**Erica Friedman**

Dorit 27, Tel Aviv-Jaffa

Tel: 055-224-7658

[erica\\_friedman74@alumni.ubc.ca](mailto:erica_friedman74@alumni.ubc.ca)

**Objective** Grant writing and donor relations position at a non-profit, with opportunity for advancement

**Professional Experience**

January 2018

– Present

***The Daniel Centers for Progressive Judaism, Tel Aviv-Jaffa***

Resource Development & External Relations Coordinator

Resource Development: grants and report writing; tracking grant compliance; researching, cultivating, and stewarding existing and prospective donors; developing annual fundraising calendar; planning overseas trips, including logistics and meetings

External Relations: developing and executing social media strategy (Instagram & Facebook); creating content for social media; newsletters, e-blasts, all English correspondence; Planning, writing, and launching the organization's new English website; facilitating group and donor visits

March 2016

– September 2018

***Meshutaf Tel Aviv School***

Chair, Board of Directors (full-time volunteer)

Organizational Development: re-vamping and re-staffing the organization; establishing missions, goals, budgets, and periodic reviews for each sub-committee; establishing and facilitating long-term focus groups to research, process, and reach resolutions on sensitive subject matters; formulating and reviewing the annual budget; restructuring membership fees, resulting in a 100% increase in receipts; developing and managing the NGO's Facebook page, Facebook campaigns, and community

Relationship Building: developing and maintaining relationships with colleagues, volunteers, members, and institutional partners; strategic planning and advocacy at the municipal and state government levels; researching potential donors, cultivating, and stewarding private donors from within and outside the community

2012 – 2015

Project Coordinator

***Midreshet (Project Zug)***

Recruiting, communicating with, and supporting participants worldwide; strategic planning in program development; translating (Hebrew to

English) and developing promotional, marketing, and learning materials; writing and maintaining the website (WIX platform) and Facebook page; evaluating, analysing and suggesting improvements on technical aspects, recruitment, and content; writing grants, reports and renewals.

2013

***Jaffa Institute – afterschool program***

English Teacher (part-time volunteer)

Teaching English twice a week at two Arab schools in Jaffa; conveying concepts in an enjoyable and friendly manner; tracking and reporting participants' progress; preparing materials

2006 – 2008

***Yad Vashem Holocaust Museum***

Department of International Relations: Museum Guide

Curating tours for groups' relative knowledge, interests, and cultural sensitivities; broadening my knowledge base by participating in lectures, seminars, and self-learning; guiding tours for visiting diplomats, donors and large missions, many for visitors with little or no knowledge of the Holocaust

**Education**

December 2017  
– January 2018

***Lee Wilson's Facebook Fundraising Workshop***

Skills learned: optimizing NGO Facebook pages; utilizing analytics and insights to increase engagement; developing standout content; designing and launching promotional and fundraising campaigns

November  
– December 2017

***NGO Catalyst – Professional Fundraising Course***

Skills learned: budgeting and managing data; Grant writing and reporting; cultivating, soliciting, and stewarding donors (private and institutional); strategic planning, marketing, PR and crowdfunding campaigns

1996 – 2001

***The University of British Columbia – B.A. (Psychology)***

1994 -1995

***York University***

**Languages**

**English**: native

**Hebrew**: fluent (reading, writing, speaking)

**References available on request**

Dorit 27  
Tel Aviv-Jaffa, Israel

March 24, 2019

Einat Weiss  
General Manager, The Daniel Centers  
62 B'nai Dan  
Tel Aviv-Jaffa, Israel

Dear Einat:

As you know, my time at the Daniel Centers is coming to an end, and I have begun to look for my next position. My resume for the grant writer and donor relations associate position at Appleseeds Academy will be submitted today. A recommendation from you, would be immensely beneficial.

Working under your leadership at the Daniel Centers has been very rewarding; I gained first-hand knowledge about program management, building budgets, and strategic planning for non-profits. The Daniel Centers also provided me with an opportunity to hone my fundraising skills, such as grant and report writing; researching prospective funding opportunities; cultivating, soliciting and stewarding donors; and writing compelling content for PR campaigns and social media.

Thank you very much for considering my request. A recommendation letter can be sent to me by email at [erica.friedman@alumni.ubc.ca](mailto:erica.friedman@alumni.ubc.ca) or feel free to call me at 052-765-7788 to discuss further. Of course, I completely understand if you are unable to commit to this. Please just let me know as soon as possible.

Sincerely,

Erica

Dorit 27  
Tel Aviv-Jaffa, Israel

March 24, 2019

Hagit Hartuv  
Moshav Kakel  
Negev Region, Israel

Dear Hagit:

In the four years since we worked together at Midreshet, I have had the pleasure of reading your lovely musings on Facebook about your son, work, and other aspects of life. Clearly, you have much to be proud of!

As you know, I started working at the Daniel Centers in January 2018, as a resource development and external relations coordinator. I am now looking to advance my career in the non-profit sector, and have started a job search.

Working under your leadership at Midreshet was so rewarding and educational; the knowledge and skills learned are at the foundation of my efforts today. Your recommendation to a prospective employer, would be immensely beneficial.

My resume for the grant writer and donor relations associate position at Appleseeds Academy will be submitted today. For your reference, my most recent resume can be reviewed [here](#).

Thank you very much for considering my request. A recommendation letter can be sent to me by email at [erica.friedman@alumni.ubc.ca](mailto:erica.friedman@alumni.ubc.ca) or feel free to call me at 052-765-7788 to discuss further. Of course, I completely understand if you are unable to do this. Please just let me know as soon as possible.

Sincerely,

Erica

Dorit 27  
Tel Aviv-Jaffa, Israel

March 24, 2019

Eden Reiss  
Resource Development Manger, The Daniel Centers  
223 Chase Boulevard Baltimore, MD, USA

Dear Eden:

As you know, my time at the Daniel Centers is coming to an end, and I have begun to look for my next position. My resume for the grant writer and donor relations associate position at Appleseeds Academy will be submitted today. A written recommendation from you, would be immensely beneficial.

Despite the distance between us, I really enjoyed working with you and am so grateful for all that you taught me about fundraising. You helped me to develop strong skills for researching prospective funding opportunities; cultivating, soliciting and stewarding donors; and, gave me valuable feedback on my grant and report writing.

Thank you very much for considering my request. A recommendation letter can be sent to me by email at [erica@alumni.ubc.ca](mailto:erica@alumni.ubc.ca) or feel free to call me at 052-765-7788 to discuss further. Of course, I completely understand if you are unable to commit to this. Please just let me know as soon as possible.

Sincerely,

Erica