

Erica Friedman

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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

Midreshet (Project Zug)

Project Coordinator

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