



## TAMID GROUP

עוזר מנכ"ל / Advisor to CEO

### Job Description

*Tel Aviv, Israel*

**TAMID Group** seeks an energetic, motivated, articulate, and organized professional to serve as Advisor to the CEO / עוזר מנכ"ל. This individual will serve as the right hand to TAMID Group's CEO, accountable for helping him drive TAMID to achieve its strategic goals by expanding the CEO's capacity and focusing his efforts.

#### **About TAMID Group:**

TAMID Group facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. This takes place through a series of programs aimed at college students and graduates:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. Capital market investment research
4. A summer internship program in Israel
5. Professional and social networking with TAMID students after they graduate

#### **Detailed Job Responsibilities:**

- Managing the prioritization of the CEO's work by developing a strong understanding of TAMID's strategic agenda and working with the CEO and senior staff to orient the CEO's efforts appropriately.
- Serving as the CEO's representative in monitoring and aiding the flow of major projects across the organization, in concert with all of TAMID's professional and volunteer teams.
- Serving in a speech-writer capacity by developing drafts of the CEO's internal and external communications, including donor-facing and partner-facing materials, grant applications, and thought pieces.

#### **The ideal candidate will have:**

- Bachelor's degree (preferred)
- 3+ years of related work experience
- Fluency in English and Hebrew
- Phenomenal written and oral communication skills
- Strong organizational skills, including ability to prioritize
- Passion for the work and mission of TAMID Group
- Experience with strategy, operations, or budgeting a plus

TAMID is offering competitive salary and benefits commensurate with level of experience. To apply, please submit a resume and cover letter through [this form](#).

TAMID is an Equal Opportunity Employer. The organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, sexual orientation, or national origin.