



Healing Across the Divides (HATD): Proposed Field Representative (FR) job description

Position Summary

The Israel FR will manage all day-to-day aspects of Healing Across the Divides' programming in Israel, overseeing and ensuring effective functioning of current programs, and assisting HATD in identifying potential new grantees through research and the personal cultivation of local networks in the areas of health. The FR will work remotely and report to the Executive Director. This is a part-time position based in Israel. Please see our website at www.healingdivides.org for more information on HATD.

Primary Responsibilities

- Assist grantees with program implementation, provide support and solutions when challenges arise, and ensure that recommendations are properly implemented.
- Assess program productivity and recommend concrete ways to reach program goals more effectively.
- Support grantees in the preparation of in-depth financial, operational, and evaluative reports.
- Provide regular updates and progress reports summarizing challenges, achievements, and recommendations for improved productivity to US individuals and audiences
- Engage on a regular basis with evaluation experts assigned to assess programs and ensure that grantees successfully meet evaluation requirements, providing assistance as needed.
- Organize and facilitate meetings with and among grantees.
- Assist US counterparts during regional visits and represent Healing Across the Divides before foreign delegations.
 - Research and identify potential new grantees in Israel, assist in disseminating calls for proposals, and assist in subsequent vetting processes of new grantee programs.
 - Work collaboratively with every member of the HATD Staff,
 - Work as a team player with the Palestinian HATD representatives on identification, engagement with joint Israeli-Palestinian partnerships
 - Help identify potential funding partners in the Middle East and Europe and work with the HATD funding specialist and other US colleagues to help cultivate such relationships.

- Participate in monthly telephone/Zoom meetings with the Palestinian counterpart (and/or in-person meetings if/when possible) to provide mutual support and feedback.

Preferred Qualifications

- A demonstrated track record (ten years minimum preferred) of work with community-based organizations.
- Highly organized, able to work under pressure with little supervision while using independent judgment.
- Proficiency in English and Hebrew required. Knowledge of Arabic and/or a European language is a plus.
- Ability to handle emotionally and politically charged topics with professionalism, poise, and confidentiality.
- Personal commitment to one or more of the following causes: Middle East peace, women's rights, healthcare advocacy and human rights.
- Flexibility and ability to adapt to changing conditions.
- Ability to listen and request clarification when necessary.
- Willingness to accept feedback and assess own strengths and weaknesses.
- Demonstrated leadership qualities and the ability to inspire and motivate others to excel.
- Demonstrated ability to work as a team player in a challenging political and social environment.

This is an up to 40 hr/ month consultancy.

For inquiries, please contact Norbert Goldfield at norbert@healingdivides.org