



JOB OPPORTUNITY – INSTITUTIONAL DONORS MANAGER

June 2024

The Association for Civil Rights in Israel (ACRI) seeks a **full-time Institutional donors manager** to work under the supervision of the Director of the Fundraising Department. The manager is a key staff member responsible for managing and cultivating a portfolio of institutional donors, including strategic partners and ACRI's diplomatic network of supporters. This will include envisioning and leading proposal and reporting processes in the organization, engaging with staff and donors, and monitoring project progress. This position is based in ACRI's offices in either Tel Aviv, Nazareth, or Jerusalem. Interested candidates should fill the form here: <https://wkf.ms/4b314ul> **by June 29.**

Only shortlisted candidates will be contacted.

Job Description:

- Manage a portfolio of existing institutional donors (foundations and governments).
- Handle full grant cycle: identifying prospective institutional donors, cultivating relationships, envisioning programs, writing proposals, renewal requests and implementation reports, and ensuring grant compliance.
- Monitor project progress and liaise with staff.
- Work with the department director on special projects as needed.
- Maintain an institutional donor database.
- Support ACRI's work with the diplomatic community.

Job Requirements:

- Identify personally with ACRI's mission and strong commitment to human rights.
- At least three years of proven experience in donor relations and development.
- Experience with preparing proposals to the European Commission.
- Native English with first-class editing and writing skills.
- Advanced-level Hebrew proficiency.
- The ability to work independently and manage multiple tasks efficiently and effectively.
- Database and/or M&E experience an advantage.

Full time position: 100%

Salary Range: 11,000-13,000 NIS Depending on experience

Ideal Start Date: Immediate

Location: Minimum two days a week from the Tel Aviv office. Optional: two days a week in either Jerusalem or Nazareth offices.

About ACRI: Established in 1972, ACRI is Israel's oldest, largest human rights organization, and the only one dealing with the entire spectrum of rights and civil liberties issues in Israel and the Occupied Territories.