

June 2024

B'Tselem is Seeking A Resource Development Officer

Israel's regime of apartheid and occupation is inextricably bound up in human rights violations. B'Tselem – The Israeli Information Center for Human Rights in the Occupied Territories strives to end this regime, as that is the only way forward to a future in which human rights, democracy, liberty and equality are ensured to all people, both Palestinian and Israeli, living between the Jordan River and the Mediterranean Sea.

B'Tselem is looking for highly motivated applicants for position in our International Relations Department. The **Resource Development Officer** will work closely with the CFO and the Director of B'Tselem and will be responsible for resource development and effectively communicating B'Tselem's work to a range of institutional, governmental, and private donors.

Responsibilities:

- Maintain, monitor, and track donor-related commitments and requirements, including proposal and reporting deadlines.
- Conduct prospective donor research and maintain and update a database of prospective and current donors.
- Communicate and build relationships with individual, institutional, and governmental funders and prospective funders.
- Draft concept notes, grant proposals, donor correspondence, narrative reports, and other fundraising materials as needed.
- Aid in the implementation of fundraising strategies, including public fundraising campaigns.
- Assist with advocacy, including field visits and briefings, as needed.

Qualifications:

- Strong commitment to B'Tselem's mission and human rights.
- Experience in fundraising from foundations, government sources, and private donors, preferably in human rights or a related field.
- Native or fluent in written and spoken English.
- Ability to function in a Hebrew-speaking environment (Ability to speak, read, write, and understand Hebrew is strongly preferred).
- Attention to detail and ability to work to deadlines.
- Self-discipline in time management, task management, and planning.
- Team player.

Details:

- Starting date: As soon as possible
- Full-time position.
- Work from Jerusalem with the ability to work part-time from home.

Please send CVs to jobs@btselem.org with a cover letter in English attached. Only relevant applicants will receive responses.