



COMET-ME VACANCIES SEPTEMBER 2024

POSITION TITLE: RESOURCE DEVELOPMENT ASSOCIATE

Employment type: 60%

Salary range: 9,000-12,000 ILS (based on full-time gross salary)

About Comet-ME: Comet-ME is an Israeli-Palestinian NGO providing essential infrastructure and services—including renewable energy, clean water, and internet access—to off-grid Palestinian communities in the occupied Palestinian territories. Our work is rooted in environmental and socially sustainable methods, operating at the intersection of sustainable development, technology, and human rights. Through our efforts we aim to strengthen vulnerable communities, enhancing their resilience and ability to thrive in a challenging political environment.

Position overview: We are seeking a highly motivated **Resource Development Associate** to join our team. In this role, you will work closely with our small management team, under the supervision of the Resource Development Director, to manage and develop a portfolio of diplomatic donors, private foundations, and individual contributors. This is a part-time, hybrid position, requiring one day per week in Jerusalem. The Resource Development Associate will play a key role in advancing Comet-ME's mission by supporting and executing fundraising, grant-writing, and donor engagement activities.

Key responsibilities:

- Assist in researching new funding sources and preparing grant applications
- Coordinate with project managers to gather data for donor reports
- Prepare interim and final reports for funders, ensuring compliance with grant requirements and results frameworks
- Assist with the management of grant reporting schedules, donor income and commitments
- Prepare newsletters and implement visibility activities
- Help design and implement digital fundraising schemes

Profile and qualifications:



We are looking for a dedicated, team-oriented individual with a strong commitment to human rights and to Comet-ME’s mission.

Key qualifications:

- Native-level English
- Working proficiency in Hebrew and/or Arabic is an advantage
- Excellent written and verbal communication skills
- Strong organizational skills: self-managing, proactive, and detail-oriented. Able to work independently in a virtual office environment, including document-sharing and regular reporting to colleagues and managers.

Desired experience:

- At least 2 years professional experience in resource development or a similar field is required
- Prior experience managing EU or other large international grants is an advantage
- Familiarity with the development, technology, or human rights sectors is an advantage
- Familiarity with digital fundraising tools, online campaigns, and modern fundraising platforms is an advantage

How to apply: Interested candidates should send their CV and a one-page cover letter to jobs@comet-me.org. Please mention “Resource Development Associate Position” in the subject line of the email. Only suitable candidates will be invited for an interview. Recruitment for this position is on-going until a suitable candidate is found.