



## Ir Amim is seeking a Senior Resource Development Officer

Ir Amim is seeking a full-time (100%) senior Resource Development Officer to join our Resource Development team. The position will work closely with Ir Amim's Executive Director. This is a role that offers opportunities for growth and for the right person offers a track to a management position.

Ir Amim is an Israeli NGO which focuses exclusively on Jerusalem in the context of the Israeli-Palestinian conflict. Its mission is to render Jerusalem a more equitable, just, and sustainable city for the Palestinians and Israelis call it home and to help secure an agreed resolution on the city, achievable only through a negotiated peace process.

### **Primary Responsibilities:**

- Oversee full grant cycle: maintaining existing and identifying prospective institutional donors, drafting concept notes, grant proposals, renewal requests and performance reports, and ensuring grant compliance.
- Maintain, monitor, and track donor-related commitments and requirements, including proposal and reporting deadlines
- Communicate and build relationships with individual, institutional, and governmental funders and prospective funders.
- Assist in the implementation of fundraising strategies, including public fundraising campaigns.

### **Required skills and qualifications:**

- At least 3 years of demonstrated experience in drafting grant proposals including logical frameworks and budgets, reports and renewal requests as part of the grant cycle management of institutional donors
- Native or fluent English with exceptional writing, editing and communication skills as evidenced by writing samples; working knowledge of Hebrew
- Deep understanding of the Israeli-Palestinian conflict and well-versed in human rights discourse and a strong commitment to the mission and values of Ir Amim
- Ability to meet tight deadlines while juggling multiple priorities
- Creative and innovative thinking and strong teamwork skills

### **Details**

**Begins:** Immediately    **Location:** Jerusalem (with remote work flexibility)

**How to apply:** Please send your CV and a cover letter to [jobs@ir-amim.org.il](mailto:jobs@ir-amim.org.il). Only short-listed candidates will be contacted.

September 2024