



חוג ההורים – פורום המשפחות
משפחות שכולות למען שלום, פיוס וסובלנות (ע"ר)
منتدى العائلات
عائلات تكلّي من أجل السلام والمصالحة والتسامح

Parents Circle Families Forum is looking for a methodical and strategic Resource Development Manager to oversee the resource development process, identify new sources of funding, submit applications for grants and awards, and strengthen relationships with existing donors.

Duties and Responsibilities include:

- Managing fundraising efforts
- Managing proposals, financial and narrative reports, tracking timelines and deliverables
- Initiating crowd-funding campaigns
- Researching new funding opportunities and calls for submissions
- Cultivating donor and 'Friend associations' relationships
- Ensuring compliance with donor requirements
- Managing donor data using the CRM platform "Monday"
- Monitoring funding and reporting timelines and deadlines
- Working closely with the whole team (especially project managers) to ensure familiarity with Forum projects, programs and activities.
- Taking initiative to grow the organization's funds and resources

Skills and Qualifications:

- Bachelor's degree (or higher) preferred
- At least 3 years' experience in fundraising in the non-profit sector, working with institutional funders and private donors.
- Self-starter with the confidence and maturity needed to join and lead a driven team
- Excellent analytical and creative skills
- Management skills: time management, multitasking, interpersonal.
- Excellent communications skills both oral and written
- Fluent or advanced in English (reading, writing and speaking). Proficiency in Hebrew and/or Arabic language is an advantage.
- Able to meet multiple deadlines and work well under pressure
- Experience with preparing log frames is an advantage
- Computer literacy: OFFICE, EXCEL, online grant reporting and submission, CRM
- Identification with and passion for the mission of the organization, including working with a fully binational Palestinian and Israeli team.

Position and Compensation:

Start date: March 1st, 2025

This is a 75%-100% position.

Working is hybrid from home and the Forum's offices in Ramat Efal and Beit Jala. Reporting to the co-Directors.

Salary range (for full time): 15,000 – 18,000, commensurate with background and experience

To Apply:

E-mail resume with cover letter, two relevant writing samples in English, and two references to: office@theparentscircle.org.

To learn more about Parents Circle – Families Forum: www.theparentscircle.org