

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Vacancy Announcement

Post Title: Fundraising/Proposal Specialist

Duty Station: Ramallah

Duration: 12 months

Deadline: 4 January 2007

UNDP/PAPP is recruiting a Fundraising/Proposal Specialist for a project funded by the Japanese Government. The project will provide support for the purpose of Institutional and Management Capacity Building to be executed by UNDP/PAPP.

Duties and Responsibilities:

Under the supervision of the Project Management Officer, the incumbent is expected to:

- Implement an overall fundraising strategy for Jerusalem based Non-Governmental Organizations (NGOs);
- Generate new prospects, gain new donor commitments and provide stewardship to donors;
- Conduct research of potential new funding by identifying funding policies, key decision makers and programmes likely to be funded;
- Initiate and organize effective and timely follow up by setting up face to face exploratory meetings with potential donors;
- Coordinate new donor contributions with the Accounting office;
- Prepare annual reports on donor activities;
- Participate in the revision of the Resource Development and Action Plan.

Qualifications:

- BA degree in human or social studies or related field, MA is preferable.
- Minimum of 4 years experience in fundraising at the international level.
- Knowledge with the role of NGOs in civil society is required.
- Good knowledge of NGOs based in Jerusalem.
- Proven networking, team-building and organizational skills
- Excellent communication and advocacy skills.
- Proficiency in English and Arabic languages.
- Excellent writing and reporting skills.
- Jerusalem ID holder desirable.

To Apply:

- Interested candidates should send their application with a cover letter stating the reasons they are interested in the position to the UNDP/PAPP Office in Jerusalem, specifying the position: **Fundraising/Proposal Specialist – Japanese funded project**, by E-mail to hr.ps@undp.org or by fax to 02-6268223.
- Deadline: **Thursday 4 January 2007.**