

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



### Vacancy Announcement

#### Re-Posting

**Post Title:** Fundraising/ Proposal Writing Specialist

**Duty Station:** Ramallah

**Duration:** 12 months

**Deadline:** 8<sup>th</sup> March 2007

UNDP/PAPP is recruiting a **Fundraising/Proposal Writing 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 direct supervision of the Programme Management Officer, the incumbent is expected to:

- Implement an overall fundraising strategy for Jerusalem based institutions,
- Generate new prospects, gain new donor commitments and provide stewardship to donors.
- Conduct research into potential funder's by identifying their funding policies, key decision makers and programmes likely to be funded.
- Initiate and organise effective and timely follow up and face to face exploratory meetings with targeted potential donors.
- Coordinate new donor contributions with the Accounting office.
- Prepare annual reports of donor activities and advise on corrections or new directions to revise the Resource Development and Action Plan.

#### Qualifications:

- BA Degree, in human or social studies or related field, MA is preferable.
- Minimum of 5 years experience in fundraising at the international level.
- Knowledge of 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.

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: **Ref: Fundraising/Proposal Writing Specialist – Japanese funded project**, by E-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org), or by Fax to: 02-6268223. The deadline for submission is 8<sup>th</sup> March 2007.