

Job Description of Fundraising & Projects Officer

Duty station:	The Jerusalem Princess Basma Centre (JPBC)
Duration:	12 months (renewable)
Probation period:	6 months
Line manager:	Deputy General Director
Dated:	2 Sep 2020

Areas of responsibility:

- Contribute to the development of the Annual Work Plan of the organisation as well as the Annual Report according to guidelines set by line manager.
- Contribute to the development of the Annual Plan of the Programs Unit with periodic reporting.
- Develop personal work plan with periodic reporting (1 – 3 Months plan)
- In charge of development of fundraising plan.
- Actively identify funding opportunities with local, international and private donors.
- Pro-actively work with/lobby donors in promoting the organisation's needs.
- In charge of drafting and finalizing funding proposals and budgets for donors in cooperation with other departments including the finance department.
- In charge of reporting to donors through the drafting and finalization of reports (in collaboration with the finance department) and in providing visibility materials required by donors (in collaboration with the Communication Officer).
- In close coordination with other teams at JPBC to actively monitor and report on the implementation of funded projects based on requirements set by contractual agreements.
- Ensuring compliance with donor regulations and adherence to internal policies of JPBC.
- In charge of implementation of specific activities of funded projects as defined by the projects' work plans.
- Actively support and facilitate capacity building, awareness raising and advocacy activities.
- Contribute to the institutional memory and the experience-sharing by reporting and feedback, innovating initiatives and by networking with other colleagues from JPBC and partners.
- Ensure that documents such as project memos, ToRs, plans, contracts and agreements are developed and kept according to approved formats and according to the organisation's standard filing systems.
- Support and stimulate teamwork within the different teams of the organisation.
- Carry out additional tasks upon decision by line manager within the limits of the character of the post.

Qualifications:

- At least 3 years' experience in the field of project management and coordination.
- At least bachelor degree in social sciences, education, human rights or development studies.
- Work experience and training in field of development and disability.
- Capacity to combine field and office work.

- Very good English and Arabic reporting skills. Other languages are an asset.
- Computer literate with at least complete command of word, power point, excel and outlook
- Ability to work in a team, both as leader and participant. Ability to work under pressure.
- Ability to manage different and multiple tasks and to deliver in a short period of time.
- Excellent interpersonal skills and ability to work in a multicultural environment.

Interested candidates should apply by sending their CVs and a cover letter to recruitment@basma-centre.org

Deadline for applications is Sunday October 11th, 2020, until 16:00 PM
Only shortlisted candidates will be contacted.