

## Job Vacancy

### Resource Development and Communication Manager

The NGO Development Center (NDC) is a non-profit Palestinian organization whose main function is to empower non-governmental organizations (NGOs) to respond to the needs of the poor and marginalized in the West Bank and Gaza. On behalf of the Welfare Association, NDC has been requested to implement the World Bank-financed Palestinian NGO III Project (PNGOIII) over the period January 1, 2007 through December 31, 2009. In line with the project functions, NDC is currently seeking the services of a Resource Development and Communications Manager for its offices in Dahiat Al-Barid, Jerusalem.

The Resource Development Communication Manager will be a member NDC's Senior Management and will report to NDC's Director. He/she will implement NDC's fundraising strategy and implementation plan, and secure a sustainable, international funding base for the organization. He/she will be responsible for raising substantial funds from a wide range of funding sources and to establish long-term relationships with those benefactors. He/She will also be responsible for promoting NDC's image, its mission, objectives and programs in all aspects of information dissemination.

#### **Main Responsibilities:**

- Implement NDC's three year-fundraising Implementation Plan.
- Prepare an action plan for fundraising in the Middle East and Europe.
- Activate, confer with, advise, support and utilize the NDC Fund Raising Committee, NDC Senior Staff, and other stakeholders to generate new prospects, gain new donor commitments and provide stewardship to donors.
- Initiate, organize, and provide effective and timely follow-up in face-to-face exploratory meetings with targeted potential donors.
- Coordinate the preparation of project and program proposals for submission to international and local donor agencies.
- Develop an information and communication strategy, along with the yearly work plan and annual budgets.
- Implement the communication strategy, by coordinating appropriate audience research and compiling and analyzing relevant data.
- Monitor, and evaluate the communication strategy as required, including the timely and appropriate dissemination of information and communication material to target audiences, and participate in the evaluation of their impact.
- Supervise the development and periodic production, both in published and electronic forms, of high quality public information tools, such as annual reports, articles, press releases, advertisements, newsletters and other publications such as films, CDs, etc to be used to promote NDC's activities, projects and programs.
- Develop and nurture relations with the media personnel such as editors, journalists, radio and TV presenters, satellite channel manager, film producers, etc.

- Prepare background communication and promotional materials for briefing and visits of media, goodwill ambassadors, donors and other special interest groups.
- Assist in networking with development organizations.
- Provide phone calls and print materials to funders to elicit support or receptiveness to a personal visit.
- Conduct research into potential funders – identifying their funding policies, key decision makers, and NDC programs likely to be funded.
- Keep the Donor Information Management System (DIMS) data base of current and potential funders current with research, submissions and income received. Coordinate new donor contributions with the Accounting Office.
- Plan and develop new income streams in particular exploring the potential of the Diaspora, Corporate, Special Events and Income Generation.
- Provide regular standardized monthly reports to the NDC Director and the NDC Fund raising Committee to communicate new prospects, fund raising visits, proposals submitted, and income generated for NDC.
- Prepare an annual report of donor activities and advise the NDC Director and the NDC Fund Raising Committee on corrections/new directions to revised the Resource Development & Action Plan.

### **Education and Experience**

- Experienced fundraiser on the international scene
- An outgoing person with ability and success in meeting new people, making phone calls, and encouraging supporters around the world.
- Proven track record of establishing successful innovative fundraising schemes
- Familiarity with the important role of Non Governmental Organizations in civil society is essential.
- Knowledge of development issues generally and in the Middle East specifically
- Fluent written and spoken Arabic and English
- Track record and commitment to working in a results-oriented environment.
- Ability to write clearly and concisely about complex issues
- Experience in supervising staff and overseeing a large multi-faceted campaign.
- Willingness to travel outside the region as necessary
- Management, financial, and administrative competence
- Experience of using donor databases and other office software packages

Interested applicants should submit their resume with a cover letter to the following address no later than **Monday 13<sup>th</sup> November 2006** [welfarec@pngo-project.org](mailto:welfarec@pngo-project.org)

**Only short listed candidates will be contacted.**