



Maternity Leave Cover – Full Time - Tel Aviv
Resource Development Officer @ EcoPeace
Starting July 2019

[EcoPeace Middle East](#) is a unique Israeli-Jordanian-Palestinian organization that advances cooperative efforts to protect our shared environment and create the conditions for sustainable development and peace in our region (see this [video](#)). An [award-winning](#) trailblazer in the field of environmental peacebuilding, EcoPeace has some 50 staff members in our three offices in Tel Aviv, Amman and Ramallah. We are currently looking for a Resource Development Officer for maternity leave cover in Tel Aviv and work with the Regional Resource Development Director/ Israeli Deputy Director.

ROLE SUMMARY AND KEY RESPONSIBILITIES:

Talented and organized resource development professional with outstanding writing skills

MAIN TASKS AND ACTIVITIES:

- Write concept notes, proposals and reports, coordinating input from staff across the three offices
- Manage work plan of upcoming proposal, funding opportunities and reporting deadlines
- Maintain database and files of all grants and funding requests submitted
- Donor and prospect research
- Maintain relevant registrations on award management systems (i.e. Sam.gov, PADOR)
- In coordination with Executive Assistant, manage donor acknowledgements and correspondence, prepare briefings and follow up on meetings, utilize CRM software to plan, track and file communications with contacts and donors

QUALIFICATIONS AND SKILLS REQUIRED

- Experience in a similar or related position
- Outstanding English writing skills and experience in successful grant writing and high-quality reporting (examples will be requested and reviewed as part of the application process)
- Multitasking and organizational skills, able to plan, prioritize and execute tasks professionally
- Able to assess what needs to be done and deliver independently
- Good interpersonal and cross cultural communication skills
- Able to meet deadlines and willing to work unconventional hours if needed
- Eye for detail and commitment to excellence
- Creativity, enthusiasm and “can do” attitude
- Comfortable working in a digital environment, preference to candidate with CRM experience

TO APPLY SEND:

1. Cover letter relating to your motivation for the position and your relevant background qualifications
2. CV (in English)

To HRTLTV@ecopeaceme.org, specifying name of position in the subject line