



Job Description – Grant Officer

Full Time Position – Tel Aviv Based

EcoPeace Middle East seeks a talented, detail-focused Grant Officer professional (100%) to join our Tel Aviv Office.

MAIN TASKS AND ACTIVITIES:

- Grant writing, newsletters, briefs, and English language editing in general.
- Assist in planning, organizing, and executing the fundraising & resource development process.
- Assist in the development of new and diverse funding sources.
- Assist in donor stewardship.
- Assisting the resource development department in tasks as needed.

REQUIRED SKILLS:

- Commitment to EcoPeace's vision and mission.
- Superb writing and analytical skills (English mother tongue level), strong editing skills, clarity, and sharp writing.
- Experience in resource development, proposal development and writing competitive.
- Grants - 2 years is an advantage.
- Strong organizational and time management skills. Attention to detail, accountability, and initiative.
- Academic or professional background in environmental or peacebuilding fields - advantage.
- CRM and online fundraising experience -advantage.

EcoPeace Middle East

P.O.B. 840252
Amman 11181 Jordan

Tel: +962-6-5866603
Fax: +962-6-5866604

26 Se'adya Ga'on Street
Tel Aviv 6713521 Israel

Tel: +972-3-5605383
Fax: +972-3-5604693

B.M.C Building, Abdelqader Husaini Street
Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org

TO APPLY:

Candidates should send their CV and a cover letter In English to tal@ecopeaceme.org. Please mention in the title Grant Officer in the subject line.

EcoPeace Middle East provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

EcoPeace Middle East

P.O.B. 840252
Amman 11181 Jordan

Tel: +962-6-5866603
Fax: +962-6-5866604

26 Se'adya Ga'on Street
Tel Aviv 6713521 Israel

Tel: +972-3-5605383
Fax: +972-3-5604693

B.M.C Building, Abdelqader Husaini Street
Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org

*NGO in special consultative status with the Economic and Social Council (ECOSOC) of the United Nations