

October 7, 2009

## Job Vacancy Fund Raising Coordinator

<b>Title:</b>	<b>Fund Raising Coordinator</b>
<b>Department:</b>	<b>Communications &amp; Projects Department</b>
<b>Place of work:</b>	<b>Ma'an Network, Bethlehem, Palestine</b>
<b>Immediate supervisor:</b>	<b>Communications &amp; Projects Director</b>
<b>Main purpose of job</b>	<b>To maximize the generation of funds for Ma'an Network</b>
<b>Minimum requirements</b>	<b>Masters Degree in Communications, Administration, or any other related field with minimum of three years of related experience.</b>
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• <b>Research and identify potential funding opportunities</b></li> <li>• <b>Work with the supervisor on fundraising strategy</b></li> <li>• <b>Develop proposal ideas in coordination with the General Director and supervisor</b></li> <li>• <b>Write grant applications as per the guidelines of funding partners</b></li> <li>• <b>Prepare fundraising documents and other supporting materials as required</b></li> <li>• <b>Maintain lists of existing and potential donors</b></li> <li>• <b>Ensure all proposal documentation is up to date and consistent in style</b></li> <li>• <b>Write/ Edit publicity materials related to Ma'an projects; eg. Leaflets and website content</b></li> <li>• <b>Edit periodical projects' reports provided by the Projects Director.</b></li> <li>• <b>Coordinate projects as required</b></li> <li>• <b>Other related tasks as required</b></li> </ul>

Please send your CV to [valentina@maannet.org](mailto:valentina@maannet.org) no later than October 30, 2009.

**Valentina Al-ama, MBA**  
**Communications and Projects Director**  
**Ma'an Network**