



St John

JOB DESCRIPTION

Title	Partnership & Fundraising Manager
Department	Development & Grants
Reports to	Director of Development and Grants
Hours of work	40 hours per week, may require some flexibility
Salary	Based on Qualification and experience
Duration	One Year Contract – Renewal based on performance

Under the overall supervision and guidance of the Director of Development and Grants, the Partnership & Fundraising Manager is required to significantly contribute to achieving the program development, fundraising objectives and financial targets. To achieve that, the job will include the following duties;

- Research, map and document new institutional and funding agencies as well as corporate with special focus on the Middle East region and Europe. Focus of fundraising areas may change in accordance with the annual plans and objectives set by the Director of Development and Grants in-line with the Hospital Group's Strategic Plan.
- Design projects based on the SJEHG's development and humanitarian plans in-line with the Hospital Strategy and humanitarian situation. This includes strengthening or establishing our partnership locally as required for the implementation of projects.
- Significant contribution to reaching financial targets on an annual basis.
- Compose lengthy and complex funding and/or result-based project applications to new and current donors, which usually include preparation of Logical Frameworks, implementation plans, budgets and other components as required.
- Approach and meet new donors and potential partners either locally or abroad.
- Manage relationships with existing and new funding partners, donors and local partners.
- When required and necessary, support project implementation in-line with the agreed deliverables.
- Designated by the Director of Development and Grants, attend or represent the hospital in meetings locally and internationally (i.e IAPB, UN Health Cluster).
- Contribute to raising the Hospital Group's profile among new partners and donors. Also assist in our overall communication strategy and plans.
- Contribute to constantly updating existing database of donors, partners and key individuals, whether using spreadsheets or designated software.
- Attend and document internal and external meetings and ensure follow-up on action points.
- Actively participate in planning and organizing annual fundraising, marketing and media campaigns locally in Palestine.
- Be able to work outside working hours when required in addition to ensuring high level of hospitality to external visitors, donors, partners and other stakeholders including evening events (i.e business dinners & events)

- Maintain proper filing systems of related documents and files.
- Flexibly perform any other duties related to any aspect of the department's work as requested by the Director of Development & Grants.

Essential Requirements for the Post:

- A minimum of a B.A degree in Business Administration, Management, Development, Marketing, International Cooperation and Development.
- 5 years of proven experience in Fundraising and Programe/Project Development.
- Proven experience in raising funding from government, trusts and foundations.
- Excellent organizational skills.
- Ability to communicate effectively with professionals and patients internally and externally.
- Ability to travel regularly and flexibly within the West Bank & Gaza, and abroad.
- Good interpersonal skills.
- Able to function effectively in challenging situations.
- Very strong computer skills
- Valid driving license (preferable)
- Flexible on working hours
- Fluent in English and Arabic (read, write and speak)

Name _____ **Date** _____

Signed _____