

1. Title – Fundraiser
2. Purpose of Job – To identify new donors and sources of income and to write proposals and reports for new and old donors
3. Responsibilities & Competencies
 - a. Find new donor partners for the company.
 - b. Write proposals according to donor specifications.
 - c. Keep in contact with donors along with Steering Committee and Executive Director
 - d. Follow up on dates and deadlines of proposals and report with donor partners.
 - e. Write all reports, interim and final, in cooperation with the accountant and Executive Director.
4. Qualifications
 - a. Successful fund-raiser with proven track record.
 - b. Relevant university BA degree or equivalent in life experience (must provide proof) in fund-raising for development aid, humanitarian aid, and culture based NGO's.
 - c. Excellent writing skills in Arabic and English.
 - d. Creative writing skills in fundraising.
 - e. Knowledge of the funding trends and patterns of the region and of the donor community.