

1. Title – Executive Director
2. Purpose of the Job – Head of the Administration with a direct link to the Artistic Director
3. Responsibilities & Competencies
 - a. Responsible for the company regarding relations with formal institutions, government institutions, educational institutions, NGO's
 - b. Responsible for safeguarding all legal issues relevant to the company in cooperation with the steering committee
 - c. Responsible for annual and multiple year budgets.
 - d. Network in the relevant donor community and organize donor visits to the company.
 - e. Head of fund-raising and reporting for the company.
 - f. In charge of personnel, including all contracts.
 - g. Responsible for procurement.
 - h. Participates in making the year activity plan.
 - i. Responsible for all administrative and PR.material produced and disseminated
 - j.
4. Qualifications
 - a. Relevant MA A minimum of 5 year experience in administrative management of a cultural or otherwise community related private or public organization in Palestine. Knowledge and appreciation of the performing arts in Gaza, Palestine, and in general
 - b. Profound knowledge of fundraising procedures
 - c. Profound knowledge of narrative and financial reporting for NGOs
 - d. Access to donor networks
 - e. Affiliation with the world of children, youth, and young adults
 - f. Excellent computer skills (in all programs needed to run the company)
 - g. Excellent written and spoken Arabic language skills
 - h. Excellent written and spoken English language skills
 - i. Excellent communication skills for liaison with international donors and NGOs as well as community and government institutions.
 - j. Excellent leadership skills