



## **PALESTINIAN STUDENTS FUND**

The Palestinian Students Fund (PSF), a leading organization supporting Palestinian students to embark and achieve their university studies, is seeking an experienced and highly skilled professional for immediate recruitment. Available job vacancy for “Fundraising Officer”

Applicants should send their CV and a cover letter including an expression of interest by email to [welfareb@jwelfare.org](mailto:welfareb@jwelfare.org) no later than April 18th, 2012 and include the job name above in your email subject and cover letter. Applicants received after end of business day on closing date will not be considered.

Palestinian Students Fund is an equal opportunity employer. Women are encouraged to apply.

### **JOB DESCRIPTION**

**Job Title:** Fundraising Officer

**Remuneration:** competitive good according to experience

**Duration:** Consultancy Contract for 1 year (renewable in light of performance)

**Location:** Lebanon

**Reports to:** Development Director

**Purpose of Position:** Develop and implement a creative and effective fundraising strategy

### **Functions and Responsibilities**

- Set up and implement a yearly fund raising strategy
- Cultivate long term relationships with alumni as part of a fundraising strategy (possibly creating chapters in each country)
- Support in identifying, researching, and exploring potential fundraising sources locally, regionally and internationally
- Cultivate strong relationships with donors (individual, corporate, & governmental)

- Establish Alumni club and publish alumni newsletter
- Leads in public relations efforts
- Devise strategies to improve the loan repayment rates
- Manage alumni affairs and assists IT officer in maintaining a vibrant and interactive alumni section on the PSF website
- Write letters of inquiry, concept notes and develop proposals as necessary
- Develop and implement communication plans
- Manage partners
- Support in the planning and implementation of events & campaigns
- Produce Market-Search research & Client Satisfaction Surveys
- Carry out administrative and progress reporting responsibilities

### **QUALIFICATIONS REQUIREMENTS**

#### **(A) Academic and Professional**

- University Degree in related field. Masters is a plus

#### **(B) Experience**

- Minimum 3 years' experience in Alumni relations & fundraising jobs
- Familiarity with a variety of fundraising practices and procedures
- Computer skills: Word, Excel, Power Point, etc
- Social media skills
- Excellent verbal & written communication skills
- Creative thinking and good research skills
- Ability to work as part of a team, & strong sense of responsibility and accountability

#### **(B) Languages**

- Arabic
- English

**Date:** 03 April, 2012