

POSITION DESCRIPTION

The Lutheran World Federation Jerusalem

Position Title: Resource Development Officer, Augusta Victoria Hospital (AVH)

LWF Country Program: Jerusalem

General Information: The following is a general description of the job of the **Resource Development Officer** at the August Victoria Hospital. The purpose of this position description is to provide a general description of the nature and level of the required work, and shall not be construed as a comprehensive list encompassing all the responsibilities, duties and skills inherent in the job.

Direct Supervisor: AVH Chief Executive Officer

Supervises: None

Salary: to be determined

Work time: 100%

Travel: local travel only (Jerusalem, West Bank, Gaza, Israel)

Purpose of the Position:

1. Explore funding opportunities for the Augusta Victoria Hospital (AVH), support the Chief Executive Officer in the development / editing of funding proposals / reports, and provide technical support / advice as appropriate to the Hospital's Management Team.
2. Provide administrative support to the AVH CEO.

Duties and Responsibilities:

1. Explore Funding Opportunities, including:
 - Identify and propose development opportunities for the various programs at AVH.
 - Conduct research, assemble and analyze data to determine donors priorities and strategies, in as far as AVH is concerned.

- Draft and coordinate funding proposals, and provide technical support to AVH Management Team in developing concept notes and funding proposals including reviewing and editing the outputs.
- Draft, review and edit reports, papers and various correspondences as required.
- Follow-up with donors in all matters pertaining to the implementation of the project(s) they support and ensure compliance and the timely submission of reports and other materials, as appropriate in close coordination with the Office of the Chief Executive Officer.
- Assist in the development of a database containing all funded-projects at AVH, past and present, with a classification on the source, type, time-frame, and other dimensions.
- Provide the Chief Executive Officer with regular information and reports on the status of the various projects including progress and obstacles in implementation.
- Attend meetings and represent AVH at events, exhibitions, meetings, conferences, nationally or internationally as required by the Chief Executive Officer, and maintain a high standard of confidentiality at all times.
- Assist in the development of AVH Annual Report.

2. *Provide Administrative Support, including:*

- Attend meetings as assigned by the AVH CEO and provide high-level administrative tasks, which may include meeting logistics, scheduling, and reporting.
- Maintain records, correspondence and communications on behalf of the Chief Executive Officer.
- Maintain, as needed, both mailing and public relations lists of AVH Board and committees, including website updates, as directed by the CEO.
- Conduct, as required, background research and information gathering related to topics in the agendas of the AVH Board meetings and/or committees, as directed by the CEO.
- Follow-up with AVH Board members or special committees as directed by the CEO.
- Carry out other administrative duties and related projects as assigned by the direct supervisor

Required Skills & Qualifications

- University degree (minimum requirement)
- 3-5 years of work-related experience in the area of fundraising
- Excellent communication skills
- Previous experience in event planning
- Fluency in the English language (writing and discussing)
- Basic knowledge of Arabic (desirable)
- Strong writing abilities, analytical and creative skills
- Strong organizational skills with the ability to manage priorities and deadlines
- Confidentiality and discretion required
- Ability to work with diverse team and environment
- Knowledgeable and passionate about diaconal work.
- Demonstrated computer skills in Microsoft Word, Excel, PowerPoint and others.