

## Job Opening

### **Director of Resource Development**

The Mitvim Institute for Regional Foreign Policies seeks a passionate and dedicated individual to join our team as the Director of Resource Development. Mitvim – The Israeli Institute for Regional Foreign Policies is a leading research institute focused on reshaping Israel's foreign relations in the Middle East, Europe, and the Mediterranean Basin. Our mission is to advance the Israeli-Palestinian peace process and foster cooperation between Israel and its neighbors.

This full-time (100%) position is fully remote and reports directly to the CEO. The position is ideal for fundraisers early in their careers and provides a wide range of flexibility and opportunities for growth and new initiatives. The start date is October 2024.

#### **Responsibilities:**

- Develop, execute, and maintain a comprehensive fundraising strategy, including cultivating relationships with foundations, government ministries, and private donors.
- Identify opportunities for collaborative funding with peer organizations locally and internationally.
- Write compelling grant applications, conduct research on potential donors, and craft appeals for individual donors during key fundraising periods.
- Manage relationships with existing donors, including preparing narrative and financial reports for foundations.
- Oversee the organization's CRM and data analysis systems.
- Create and distribute monthly newsletters highlighting the organization's activities to the donor community.
- Support the CEO in donor engagements, including fundraising visits abroad.

#### **Qualifications:**

- Strong alignment with Mitvim's mission and a dedication to driving socio-political change in Israel.
- Minimum of one year of experience in resource development within civil society organizations, non-profits, or foundations.
- Bachelor's degree in a relevant field (e.g., political science, international relations, conflict resolution) required; a Master's degree is advantageous.
- High proficiency in English and Hebrew, both written and verbal. Native English speakers will be prioritized.
- Self-motivated with the ability to excel in a remote work environment.
- Excellent written communication skills and comfort with public speaking.
- Team player with a proactive approach to work.
- Proficiency in Google Suite and CRM software is essential; familiarity with Canva is a plus.

**To apply, please submit your CV, cover letter, and contact information to [info@mitvim.org.il](mailto:info@mitvim.org.il) with the job title in the subject line. Applications will be accepted until September 7th, 2024.**

Join us at Mitvim to make a meaningful impact on Israel's foreign relations landscape and contribute to our mission of promoting peace and cooperation in the region.