

Resource Development Coordinator

Job Description for Resource Development Coordinator

Kayan Feminist Organization was established in 1998 as a Palestinian feminist NGO based in Haifa. Kayan's mission is to consolidate a systematic, nationwide Palestinian feminist movement promoting Palestinian women's human and civil rights in Israel and dismantling institutional barriers to gender equality. Our core work is community organizing and activism with a grassroots model that empowers Palestinian women with tools and support to become confident and transformative local and national leaders creating social change from the bottom up. Kayan's main project areas are: fighting gender-based violence in all forms; promoting women's representation in politics and decision-making roles; advancing personal status rights related to family law; and land and housing rights activism.

Formal Position Title: Resource Development Coordinator

Time: Full time (100%)

Reports To: The Resource Development Coordinator will report to the General Director.

Job Overview: The Resource Development Coordinator will focus on raising funds for the organization through communicating with foundations and individual donors, including the preparation and timely submission of grant applications and reports, coordinating with the programming team in order to do so. S/he will also maintain systems of reporting and donor stewardship. Additionally, s/he will provide support to Kayan staff, mainly the General Director, in communications, outreach, and project implementation, including international advocacy and cooperation.

Responsibilities and Duties:

- **Grant writing:** independently manage the entire grant application process, including working closely with the programming team to obtain supporting data and examples of Kayan's work; writing thorough and compelling grant applications [plus future goal: working with the finance person and General Director to develop proposal budgets].

- **Grant reporting:** completing reporting and other requirements for all grants received, including independently tracking deadlines and performing ongoing monitoring of project activities, as well as performing ongoing evaluation and improvement of the activity reporting system, in cooperation with the programming team.
- Consistently and proactively seeking and evaluating new funding opportunities.
- **Donor stewardship:** ensure regular communication with all donors, including sending gift acknowledgement letters and working closely with the General Director to reply to funder emails in a timely manner.
- **Communications:** work closely with Kayan's Media Coordinator to manage and create English-language marketing and communications, including Kayan's annual report, newsletters, website, and social media.
- Follow the local and international NGO and policy landscape to be aware of new opportunities for networking and staff development.
- **Intern management:** coordinating Kayan's internship program, including recruiting new interns, maintaining communications with local intern programs, and managing interns.

Qualifications:

- At least a bachelor's degree
- 2-3 years professional work experience; experience in non-profits and fundraising strongly preferred
- Exceptional communication skills in English, especially writing skills
- Strong ability to work with others
- Demonstrated ability to manage several projects and deadlines at once
- Enthusiastic about Kayan's mission; interested and committed to promoting gender and racial equality
- Experience and knowledge of gender and/or human rights issues preferred
- Arabic and/or Hebrew skills preferred but not required
- Although the majority of this work will be on a regular S-Th daytime schedule, flexibility to work some weekends and evenings is required.

Please send your CV and cover letter to info@kayanf.org by March 3, 2023