

Bethlehem University

Tel. 274-1242

Fax 274-4440

Office of Personnel Management



جامعة بيت لحم

هاتف 2741241

فاكس 2744440

مكتب شؤون الموظفين

JOB DESCRIPTION FORM

Job Title: Development Officer
Department: Development Office
Immediate Supervisor: Development Manager

Job Objective/ Summary:

The Development Officer seeks restricted and unrestricted income for Bethlehem University to support and enhance its programs, projects, scholarship program, and other activities in service of the Palestinian society. The person focuses on writing and submitting funding proposals to development cooperation offices, governments, and foundations, and reporting on grants received. The person also seeks funding from individuals through annual appeals and stewardship activities. This position is revenue producing with a focus on gifts from individuals, foundations, development cooperation offices, and governments.

Main routine duties:

1. Identify funding opportunities, write and submit grant proposals – as well as reports to the funders for implemented projects – and assist faculty in doing the same.
2. Maintain hard copy and electronic files of grant and donor communications.
3. Receive, record, and process gifts and grants – ensuring that data is managed accurately and donors are acknowledged in a timely and professional manner,
4. Promptly acknowledge donors and publicize the vital support of donors by writing web and print articles that highlight the accomplishments of University faculty and programs that are supported by external funding and partnerships.
5. Identify new potential donors by conducting prospect research on individuals and organizations and maintaining up-to-date files on foundations, development cooperation offices, funding organizations, and individuals
6. Maintain a portfolio of major individual and organizational donors (including foundations and country-based development cooperation units) – and sustain a program of donor stewardship activities (including identification, cultivation, solicitation and recognition).
7. Assist with the design, implementation, and analysis of the annual appeals.

Periodic duties:

1. Participate in regular team meetings
2. Partner with all areas of the University to maximize overall revenue and mission success.

3. Assist with hosting pilgrim and other groups, especially those involving significant donors
4. In association with other staff and faculty, initiate and cultivate relationships with funding organizations, including development cooperation offices, governments, NGOs, and foundations
5. Assist with the planning and implementation of graduation, academic convocations, and other major university events – seeking to enhance the profile and connection with donors and the University
6. Produce monthly reports of donor related activity, including metrics on proposals, annual appeals, donor relations contacts, donor stewardship activities, revenue generated, etc.

Special Working Conditions: Occasional evening and weekend work and availability via mobile phone and email beyond regular work hours for emergency situations is required.

Emergency Need: Should be available for special University events, major conferences on campus, and emergency situations.

Qualifications:

- A creative, results-orientated professional with successful proven experience in grant writing and fundraising
- Bachelors degree in Business, Marketing, Computers, English, Journalism, or Public Relations, or related field with relevant job experience required, masters preferred.
- Two or more years of grant writing and fundraising professional experience preferred
- Excellent English language writing, editing and interpersonal skills – additional language skills, especially in Arabic desirable.
- Experience in higher education preferred.
- The ability to work successfully on multiple projects and to work as part of team
- Capacity to perform effectively under pressure.

The successful person for this position must be able to successfully initiate

- interaction with and among Administrators, Deans, Directors, and faculty of the University
- relationships with local and international funding organizations
- the writing of promotional articles concerning the implementation of the funded projects.

Signature of Supervisor _____ **Date** _____

Signature of Employee _____ **Date** _____

This job description may be reviewed annually or as the need arises.

Last Revised: 14 May 2010