



JOB DESCRIPTION FORM

The University's first preference is for the person filling this position to be a full-time Bethlehem University employee. However, alternative working arrangements (e.g., part-time on site at the University and part-time elsewhere) are possible.

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

Job Objective/ Summary:

The Senior Development Officer is among the senior staff of the Development Office, participating as a team member with strategic planning and the implementation of the comprehensive capital campaign.

This position is revenue producing with a focus on grant proposals of significant value that are consistent with the University's mission and goals – with a special focus on grant proposals from foundations, the EU, development cooperation offices, and governments.

The person

- seeks restricted and unrestricted income for Bethlehem University – especially from the EU and other government funding opportunities – to support and enhance Bethlehem University programs, projects, scholarship program, and other activities in service of the Palestinian society.
- focuses on writing and submitting funding proposals to development cooperation offices, governments, and foundations, and coordinating the reporting requirements for grants received – and assisting faculty in doing the same.
- assists in seeking funding from individuals through annual appeals and stewardship activities.

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. 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
3. 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).
4. Maintain hard copy and electronic files of grant and donor communications.
5. Receive, record, and process gifts and grants – ensuring that data is managed accurately and donors are acknowledged in a timely and professional manner, including the writing of promotional articles that highlight the accomplishments of University faculty and programs that are supported by external funding and partnerships.
6. 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 experience in grant writing, especially with EU grants.
- Bachelors degree in Business, Marketing, Computers, English, Journalism, or Public Relations, or related field with relevant job experience required, masters preferred.
- Three 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 funding organizations, governments, and development cooperation offices, knowing their funding priorities and requirements and the University's funding needs and opportunities.
- the writing of grants proposals and reports for funders.
- the writing of promotional articles concerning the implementation of the funded projects.

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

Last Revised: 14 May 2010

Applications must be sent to Ms. Elsa Hazboun, Director of Personnel Management (ehazboun@bethlehem.edu) and must include:

- 1. A Cover Letter expressing your interest in seeking this position**
- 2. Your Resume or CV**
- 3. A copy of your Birth Certificate and Identity Card or Passport**
- 4. A copy of your University Transcripts**
- 5. A certified copy of your Highest Educational Degree**
- 6. A completed Bethlehem University "Job Application Form" ([click here for form](#))**

If you have any questions, please call the Office of Personnel Management (274-1241 ext 2269 or ext 2236).