



Director of Development and Outreach

Reports to the Executive Director

Foundations, Grants, and Development (45%)

- Manage and implement grant applications (and reporting) and relationships with foundations such as the Hassib Sabbah Foundation (HSF), Foundation for Middle East Peace (FMEP), and others.
- Oversee donor relations and appeals process including quarterly written appeals and monthly e-appeals.
- With the support of the executive director and donor ambassador, steward and oversee relationships with high capacity donors.
- Manage interns, volunteers (and relevant staff) related to fundraising and development.

Managing Outreach through Church and Organizational Partnerships (35%)

- Engage, manage, grow, and develop partnership relationships with churches and organizations.
- Create and implement outreach strategy as it relates to church and organizational partnerships.
- Manage interns, volunteers (and relevant staff) related to outreach and partnership relationships.
- Oversee annual partnership renewal process.
- Manage data relevant to partnerships in data management system (SALSA).
- Create and distribute monthly church and partnership communications.
- Develop relevant resources for church and partnership engagement (i.e. partnership resource packet, etc.).
- Manage and/or participate in other outreach activities including contributions to overall regional engagement, event coordination and planning, supporting executive director meetings and events, etc. Opportunities for outreach activities include bi-annual domestic U.S. Pilgrimage to Peace (P2P) tours, conferences, and other events.
- Manage CMEP print materials in the D.C. Office.

Managing the Regional Coordinators (10%)

- Primary staff point of contact for 15-20+ volunteer regional coordinators.
- In collaboration with other CMEP staff, care for, guide, engage, and mobilize regional coordinators to support CMEP activities in providing regional awareness events, engagement with coalition partners and connections, and national advocacy opportunities.
- Manage the coordination of monthly regional coordinator calls with notes and other communications.

Team Participation, General Staff Contribution, Managing the D.C. Office (10%)

- This includes participation in monthly staff meetings and other relevant internal meetings.
- Manage the D.C. Office inventory. Includes managing the organization and stock of office supplies and submitting request for reorder to the operations manager.

Required Skills and Experience

- Minimum 3-5 years professional experience
- Undergraduate degree, graduate school preferred
- International experience and exposure (preferably in the Middle East)
- Knowledge and expertise in the Israeli-Palestinian conflict and foreign policy related to the Middle East
- Basic technological and professional skills including, but not limited to, proficiency in *Microsoft Word*, *Excel*, *G Suite*, and other software. Experience using *SALSA Labs* and *WordPress* a plus.
- Self-starter with initiative and high energy personality

To apply: Submit resume, cover letter, and three references to info@cmeep.org.