



Job Description
Department: Programs Department
Job Title : Fund raising and proposal writing officer
Location: Ramallah
Direct Supervisor: Fundraising and partnership manager
<p>Tasks and responsibilities</p> <ol style="list-style-type: none"><li>1. Fundraising and Proposal Development<ul style="list-style-type: none"><li>• Development and writing of high-quality concept notes, project proposals, and funding applications, ensuring compliance with donor requirements and alignment with Taawon’s strategic priorities.</li><li>• Prepare logical, results-oriented, and coherent technical documents, including log-frames, theories of change, results frameworks, and detailed budgets, in collaboration with MEAL and Program team.</li><li>• Contribute to the development of fundraising strategies and annual resource mobilization plans, including donor mapping, SWOT analyses, and setting clear performance indicators.</li><li>• Conduct continuous research on funding opportunities, monitor donor websites and funding platforms, and circulate relevant calls for proposals with recommended actions.</li><li>• Provide recommendations to diversify and expand the donor base, including institutional donors, foundations, and individuals.</li><li>• Maintain an updated donor mapping database, identifying strategic opportunities for engagement.</li></ul></li><li>2. Donor Engagement &amp; Reporting<ul style="list-style-type: none"><li>• Cultivate and maintain professional relationships with existing and potential donors, ensuring proactive and consistent communication.</li><li>• Respond promptly and accurately to donor requests, inquiries, and feedback.</li><li>• Draft, review, and finalize high-quality donor reports, ensuring timely submission in line with donor formats and requirements.</li><li>• Document and organize all correspondence, proposals, agreements, budgets, reports, and communication materials in a systematic and up-to-date filing system.</li></ul></li><li>3. Representation &amp; Coordination</li></ol>

- Liaise and coordinate closely with Noor program teams and Fundraising department on fundraising and proposal development processes.
- Represent Taawon in meetings, workshops, and conferences with donors, partners, and other stakeholders, as required.
- Support the development of information, visibility, and communication materials relevant to fundraising campaigns, events, and donor engagement.

#### 4. Required Skills, Knowledge, and Experience

- Advanced degree in Social Sciences, Development Studies, International Relations, or other relevant fields.
- Minimum of six years of proven experience in fundraising and proposal development for local and international NGOs.
- Demonstrated track record of successful fundraising from institutional donors (bilateral, multilateral, foundations, and private sector).
- Excellent English and Arabic writing and editing skills with the ability to produce high-quality proposals, reports, and external communication materials.
- Strong skills in program design, and project planning.
- Excellent research, analytical, and communication skills with attention to detail and accuracy.
- Ability to work effectively under pressure and meet tight deadlines while maintaining high-quality outputs.
- Strong organizational skills with a high degree of professionalism, integrity, and commitment to Taawon's mission and values.
- Proficiency in MS Office (Word, Excel, PowerPoint) and strong ability in quantitative and qualitative analysis.