

Resource Development and Communications Executive

(50% Position)

Itach-Ma'aki: Women Lawyers for Social Justice is seeking a part-time (50%) Resource Development and Communications Executive to join its International Relations and Development Team, working alongside the Director of International Relations and Development.

Since 2001, **Itach-Ma'aki: Women Lawyers for Social Justice** promotes the rights and voices of marginalized women. Our goal is to pave the way toward a shared society based on the values of gender equality, equal access to justice, and the integration of a gender lens into policy. The organization and its board are co-led by Jewish and Palestinian citizens of Israel, and our diverse staff spearhead our intersectional feminist work of litigation, policy advocacy, and leadership training programmes.

Our International Relations and Development Team communicates the work of the organisation to the international community, liaises with international donors, and advocates for the policy aims of Itach-Ma'aki with the diplomatic community. The Resource Development and Communications Executive role is a new position intended to expand the team's capacity to raise funds and communicate our work online.




Key Tasks

- **Resource Development**
 - Writing grant proposals and narrative reports
 - Research to find relevant opportunities for funding and partnerships
 - Management of CRM database of donors
 - Maintaining contact with donors – both foundations and individuals
- **Media and communications**
 - Drafting newsletters, social media posts and other content about the organisation's work in English.
 - Copy-editing of English-language texts produced by Itach-Ma'aki (reports, website pages, etc.)

Occasional Tasks

- Intern management
- Development of projects in cooperation with professional staff of NGO
- Management of CRM system for international relations contacts
- Representing the organisation at field visits and meetings with donors or foundation representatives

Tel Aviv: Itamar Ben Avi 9 | **Be'er Sheva:** Hadassah 53 | **Haifa:** Arlozorov 118

 +972-4852-5128 |  +972-8665-2658 |  mail@itach.org.il

www.itach.org.il

Skills – Essential

- English as a native language (or equivalent) with exceptional writing, editing and communication skills, as evidenced by writing sample
- Attention to detail
- Ability to work independently
- Ability to synthesize a lot of detail into clear communication
- Excellent time management and ability to work to deadlines
- Commitment to the values and mission of Itach-Ma'aki
- Well-versed in feminist and human rights discourse in the Palestinian-Israeli context
- Desire to work in a diverse team

Skills – Advantage

- Working knowledge of Hebrew and/or Arabic
- Resource Development experience
- Good in-person communication and presentation skills
- Prior experience with Canva and understanding of graphic design
- Prior experience with Mailchimp
- Understanding of CRM systems
- Experience managing EU or USAID funding

Application Process

Itach-Ma'aki has a feminist equal salary policy with all staff paid 11,900 NIS per month. This position will be paid the 50% position equivalent of a full-time salary.

This is a hybrid position, with an opportunity for online-only work. Itach-Ma'aki has three office spaces in Haifa, Tel Aviv, and Be'er Sheva.

Please submit a CV (max 2 pages) and Cover Letter (max 1 page) to the form on our website: https://www.itach.org.il/resource_development/

Shortlisted applicants will be asked for a writing sample and invited to interview. Only relevant applicants will receive responses. Applications without cover letters will not be considered.

We look forward to reading your application.

Deadline: Sunday December 15th, 8 AM Jerusalem time.

Start Date: As soon as possible.