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Director of Development Job Description

About the Alliance for Middle East Peace

Founded in 2006 and headquartered in Washington, D.C., with offices in Europe, Israel, and Palestine, the Alliance for Middle East Peace (ALLMEP) is the largest and fastest growing network of Palestinian and Israeli peacebuilders. We envision a Middle East in which our community of Palestinian and Israeli peacebuilders lead their societies toward and beyond a sustainable peace.

With a coalition of over 160 organizations—and tens of thousands of Israelis and Palestinians—we foster cooperation that increases impact, add stability in times of crisis, and build an environment conducive to peace over the long term.

On the ground, our expert team, drawn from both the shared society and cross-border communities, works to incentivize cooperation and develop partnerships, as well as provide member services and programming, so that our community operates with greater strategic impact. Internationally, our teams in the United States and Europe work to amplify the visibility of members in the media and in the corridors of power, and to ensure that the field is adequately resourced, so that it can reach its inherent potential. This is not merely an ambition. To date, our advocacy has helped to introduce more than \$380 million in government support into the field, including the creation of USAID's Conflict Management and Mitigation Fund and the Nita M. Lowey Middle East Partnership for Peace Act, as well as funding from international governments.

POSITION DESCRIPTION

ALLMEP is seeking a Director of Development (DoD) to drive its international fundraising strategy and activities in its next phase of growth. The events of October 7th and the ensuing Israel-Gaza war have created additional urgency and centrality for ALLMEP and its mission. Reporting to the U.S. Director, and collaborating closely with the Executive Director, Director of Strategic Relations, and colleagues in the United States and the Middle East, the DoD will be responsible for developing and implementing a strategic development plan in alignment with ALLMEP's organizational priorities and plans for growth at this critical juncture. The DoD's focus will be on building a diverse and expanding base of funding from foundations, corporations, and partner organizations, while also growing independent revenue from individual major, mid-level, and small donors.

The DoD will also be an *ex officio* member of the board of directors development sub-committee, and will drive the sub-committee's agenda and activities alongside the

subcommittee chair. They will actively engage board members in fundraising, donor cultivation, and other activities on behalf of the organization.

The ideal candidate will be an expert communicator and team leader with experience in consensus-gathering, and be comfortable managing up, across, and down in multi-cultural environments, able to work within a global team that is widely dispersed.

KEY RESPONSIBILITIES

- Working closely with the Executive Director and U.S. Director, and in consultation with the Director of Strategic Relations, develop, implement, and manage a proactive and effective strategic development plan, including all activities relating to the identification, cultivation, solicitation, and stewardship of individual, foundation, and corporate donors;
- Work with ALLMEP's global board of directors, leveraging their engagement effectively toward ALLMEP's development goals;
- Manage a portfolio of approximately 100 major and mid-level donors and prospects, in partnership with the executive team;
- Develop a strategy and implementation plan to expand the pool of prospects utilizing effective donor identification and cultivation techniques;
- Design and roll out a strategy that succeeds in capitalizing on increased awareness and alarm since October 7th, leveraging this heightened concern toward increased revenue and resources for ALLMEP and the peacebuilding community;
- Assist on the solicitation, grant writing, and stewardship process for approximately 20-30 foundations and corporations, working closely with the Director of Strategic Relations who will share some of the grant-writing and reporting responsibilities until they are gradually shifted over;
- Drive ALLMEP's prospecting efforts, introducing ALLMEP to a wide range of potential donors and growing its major gift donor base and visibility in the US;
- Organize local US trips and events for fundraising purposes;
- Working closely with the Digital Communications Manager, Director of Strategic Relations and regional team, drive the creation and maintenance of robust fundraising materials and reports about ALLMEP programs and activities, and other materials necessary to publicize ALLMEP's work or solicit funding (e.g., high-quality overview text, concept notes, one-pagers, two-pagers);
- Represent ALLMEP virtually and in person to donors, prospective donors, and corporate and foundation representatives in the US;
- Assist ALLMEP members in development queries and with advice and guidance as part of ALLMEP's suite of member services;
- Build familiarity with CRM (EveryAction), using it for strategic development needs, while overseeing Operations Manager's maintenance of donor records, including accurate account and gift information, capacity ratings, and scheduled next steps;
- Foster a healthy and collaborative culture of fundraising across the organization; and
- Other duties as assigned.

QUALIFICATIONS

- 5-7 years minimum of demonstrated success in identifying, cultivating, and soliciting major individual, foundation, and corporate gifts in the non-profit sector (or similarly appropriate experience);
- Demonstrated ability to forge and nurture long-term relationships with donors and prospects, and to develop appropriate cultivation and solicitation strategies for each donor;
- Ability to articulate the case for support to funders, and interact with donors and prospects at the highest level;
- Demonstrated financial management knowledge, including familiarity with nonprofit financial management and reporting practices, and comfort with developing and navigating budgets;
- Excellent writing and editing skills;
- Ability and willingness to travel in North America frequently, and periodically to the Middle East, with 10-15% of time expected to involve travel, depending on location;
- Bachelor's degree required.

DESIRED QUALIFICATIONS

- Knowledge of Israeli/Palestinian history, politics, and society, or experience working in the region;
- Knowledge of the philanthropic environment that surrounds the Israeli-Palestinian conflict and diaspora communities in the US; and/or
- Arabic and/or Hebrew language skills.

PHYSICAL REQUIREMENTS

There are no extraordinary physical requirements for the performance of the essential functions of this position. ALLMEP will make reasonable accommodation to enable individuals with disabilities to perform essential functions.

POSITION LOCATION

New York, Washington, DC or remote

SALARY & BENEFITS

The salary range for this position is in excess of \$130,000, commensurate with experience. ALLMEP's benefits package includes 100% employer-paid health insurance, dental insurance, and vision insurance for its employees and dependents, as well as generous vacation and a 403(b) plan retirement account.

TO APPLY

Please email your resume, cover letter, 1-2 writing samples, and the names of at least two references to jobs@allmep.org with the subject line: Director of Development.

Materials must address the requirements listed. The position will remain open until February 29, 2024, but applications will be reviewed as received.

All applicants must be able to provide documentation that they are legally eligible to work in the United States on a full time basis. No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.