

## **Job Description 68/25 – Resource Development Director**

**Introduction:** Ramle City Foundation seeks a Resource Development professional to support the growth of its work.

### **Role:**

- Maintain and develop the organization's existing supporter base
- Research, identify and plan approaches to potential new donors
- Approach, and support others in approaching, potential donors
- Craft tailored grant applications, reports, follow-up emails and other materials
- Maintain organization resource development records and use them to ensure good donor service at all times

### **Terms:**

- Full time
- Hybrid home/office working
- Usual office hours, with some requirement for out-of-hours working where deadlines require.

### **Skills and Requirements:**

#### **Essential:**

- Highest level of written and spoken English
- Public speaking and presentation skills
- Excellent communication and people skills
- Good organizational and administrative skills
- High level of Microsoft office and internet skills
- Research skills
- Highest standards of accuracy, efficiency and trustworthiness
- Reliability and ability to meet agreed deadlines

#### **Advantageous:**

- Good Hebrew language skills – written and spoken
- Familiarity with, and a passion for, the City of Ramle and its residents
- Grant writing experience
- Sales/marketing experience
- Technical/marketing writing experience

**Qualifications:** B.A. or equivalent minimum.

**Application:** Applications for the position, along with CV, cover letter and two examples of written materials prepared, by you, without external support can be

submitted to [michrazim-fund@ramle.org.il](mailto:michrazim-fund@ramle.org.il) until \_\_\_\_\_. Questions and inquiries by phone: \_\_\_\_\_.

This advertisement is intended for both men and women. Only candidates who meet the requirements of the position and who enclose the necessary documents will be able to participate in the tender. Nominations received after the specified deadline and/or without the aforementioned certificates and/or recommendations will not be taken into account.

**Sincerely,**

**Michael Vidal**

**Mayor of Ramle and Chairman of the Ramle Foundation**