

Job Type: Full Time

Openings: 1 (one)

Application Process Opens: 4 January 2017

Application Process Closes: Open until filled

Category: Management

The Jerusalem Fund, a registered 501(c)(3) private non-profit organization based in Washington, D.C., announces a position available as Executive Director. This position serves as the public face of the Fund and manages the Fund's educational (Palestine Center), cultural (Gallery Al-Quds), and humanitarian (The Humanitarian Link) programs. The ED manages the Fund's personnel, finances, and administration. A Master's Degree and a minimum of 3 years of related experience in a supervisory role is strongly preferred. Excellent writing and oral skills is a must. Media experience and knowledge of the Washington, D.C. political environment is preferred. An in-depth knowledge of the politics, culture and history of the Middle East, specifically the Palestinian-Israeli issue, is required. Read more about the organization at www.thejerusalemfund.org.

Policies and Strategic Direction

- Recommends policy and strategic directions to the Board of Directors and implements Board decisions
- Prepares program and financial reports, minutes, and other materials to support the Board's oversight function and the work of its committees

Programs and Outreach

- Develops and guides the educational, cultural, and humanitarian programs of The Jerusalem Fund
- Writes articles, opinion pieces, and briefs for the Palestine Center and for publication, speaks to the media, and talks at academic and other organizations
- Works with staff to build relationships with diplomatic, academic, cultural, intellectual, advocacy, and other groups as appropriate to the Fund's mission

Finance and Administration

- In cooperation with the Treasurer and the Board, develops the annual budget
- Ensures that the annual audit is carried out in line with accepted legal procedures
- Oversees all aspects of non-profit organization status
- Oversees fundraising appeals and outreach to individual donors
- Oversees financial and administrative processes

Personnel

- Recruits, hires, and trains staff and volunteers
- Defines staff duties, establishes performance outcomes, monitors timesheets, appraises performance, and maintains a cohesive work environment

TO APPLY: Email your cover letter, résumé, writing samples, and work plan to Dr. Subhi Ali, Chairman of the Board of Directors, at subhiali@thejerusalemfund.org.

The Jerusalem Fund is an equal opportunity employer. Application is encouraged regardless of gender, age, race, ethnicity, religion, or any other cultural orientation.