



## Full Time Position - Tel Aviv Development Officer @ EcoPeace

EcoPeace Middle East is a unique Israeli-Jordanian-Palestinian organization that advances cooperative efforts to protect our shared environment and create the conditions for sustainable development and peace in our region (see this [video](#)). An [award-winning](#) trailblazer in the field of environmental peacebuilding, EcoPeace has some 50 staff members in our three offices in Tel Aviv, Amman and Ramallah. We are currently looking for a Development Officer to join our team in Tel Aviv.

### ROLE SUMMARY AND KEY RESPONSIBILITIES:

The Development Officer will be part of the development team and support the Regional Development Director, specifically in nurturing relations with people of interest, daily management of staff and meetings and resource development related activities.

### MAIN TASKS AND ACTIVITIES:

- Supporting VIP/ donor relations and networking
- Preparing and following up on meetings and correspondence, including calendar management and assistance to the Regional Development Director
- Attending meetings, taking minutes, and coordinating follow-up tasks
- Drafting correspondence with donors and partners
- Writing letters, updates, reports, proposals, and other documents
- Administrative coordination of donations, mailing lists, incoming and outgoing correspondence, updating CRM/ contacts databases
- Coordinating staff meetings

### EcoPeace Middle East

P.O.B. 840252  
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Tel: +962-6-5866603  
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Email: [info@ecopeaceme.org](mailto:info@ecopeaceme.org)

Website: [www.ecopeaceme.org](http://www.ecopeaceme.org)

\*NGO in special consultative status with the Economic and Social Council (ECOSOC) of the United Nations



**REQUIRED SKILLS:**

- Mother tongue English, proficient Hebrew and/or Arabic is a plus
- Strong writing skills
- Outstanding organizational and administrative abilities
- Excellent interpersonal skills and cross cultural communication skills
- Ability to plan, prioritize and execute tasks professionally
- Ability to assess what needs to be done and deliver independently
- Good computer skills and experience in an office environment
- Identification with values of the organization
- Experience in a similar or related position is a plus

**TO APPLY:**

Interested applicants for this position must submit the following:

1. Cover letter relating to your motivation for the position and your relevant background qualifications
2. CV in English
3. Any other documentation (e.g. letters of recommendation, sample writings, etc.) that addresses the qualification requirements of the position as listed above

Send application to: [kristen@ecopeaceme.org](mailto:kristen@ecopeaceme.org) specifying the name of the position

EcoPeace Middle East provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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