Job Announcement: Grants Officer

Position Type: Full time, Exempt, not eligible to receive overtime pay
Target Start Date: August 15, 2023
Compensation: Commensurate with experience
Location: Washington, D.C. or Ramallah
Reports to: Senior Director of Institutional Partnerships or Director of Program Advancement, depending on location.

Position Summary

Under the general oversight of department personnel and in coordination with other UPA staff, the grants officer will support all aspects of major donor cultivation and grant proposal development. The grants officer may also be called upon to assist with grant reporting as needed.

Key Responsibilities

1. Draft select concept notes and grant proposals for major donors. Tasks may also include working with other team members to develop items required for the proposal package (project logical frameworks, implementation plans, risk assessments, etc.)
2. Conduct background research on the challenges facing the Palestinian people and synthesize this research into project justifications, concept notes, and letter of inquiry.
3. Conduct research on potential sources of major funding.
4. Contribute to select donor reporting, in collaboration with colleagues.
5. Develop and maintain materials that support new major donor cultivation.
6. Work with colleagues to prepare kick-off meeting materials after grant funding is secured.
7. As necessary, support the efforts of field operations and the director of program advancement to understand what programs and services are already available and what unmet needs are the greatest.
8. Work with relevant colleagues to develop a list of conferences and events that UPA should attend for institutional donor networking and general outreach. Represent UPA at select events.
9. Support all aspects of department operations.

Qualifications

1. Knowledge of UPA’s areas of operation – Lebanon, Jordan and the occupied Palestinian territories.
2. A liberal arts education with a minimum of a bachelor’s degree.
3. Five or fewer years of relevant work experience.
4. Fluency in English and superior English language writing and editing skills. Must be able to form concise, logical arguments and to make these arguments in a compelling manner. Must be able to draft research-based project justifications.

5. Optimistic self-starter who thrives in a fast-paced work environment and who can work independently or as part of a team.

6. Proven leadership, organizational, and time management skills.

7. Excellent attention to detail.

8. Ability to handle confidential information appropriately.

9. Strong command of MS word, command of excel, and power point would be a plus.

10. The following skills/experience/knowledge would be viewed favorably:
   - Project management, proposal writing, and grant reporting experience
   - Arabic language skills
   - Working knowledge of UN clusters and the Grant Management System
   - Basic knowledge of monitoring and evaluation
   - Basic knowledge of statistics and budgeting

Basic knowledge of humanitarian standards such as SPHERE

**Application Process**

To apply, please do the following:

1. Submit the following to employment@upaconnect.org with the subject: “Grants Officer”
   a. Two-page resume
   b. One-page cover letter
   c. A 1–2 page letter of inquiry for the initiative described below. The letter of inquiry should present a clear and compelling argument for the initiative, with the goal of convincing the targeted donor to partner with UPA. Please use footnotes to cite your sources.

2. Complete the following survey: [UPA Grants Officer Survey](#)

Applications are reviewed on a rolling basis.

**About UPA:**

UPA empowers Palestinians to improve their lives and communities through socially responsible and sustainable programs in health, education, and community and economic development.