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palestinian  
appeal

## **Job Announcement: Administrative and Grants Associate**

**Position Type:** Full time, exempt (not eligible to receive overtime pay)

**Compensation:** \$40,000-\$45,000 per year

**Location:** UPA Office, Washington, DC

**Reports to:** Institutional Partnerships Manager

### **Position Summary**

UPA is seeking a highly motivated and qualified individual interested in launching a nonprofit career. This role offers a unique opportunity to gain firsthand experience in elements of grant reporting, grant compliance, institutional fundraising, and nonprofit operations. The Administrative and Grants Associate is a member of UPA's Institutional Partnerships team and will support the stewardship of relationships with current institutional donors and the needs of the team more broadly. The Associate will also support the organization through administrative and HR responsibilities.

### **Key Responsibilities**

#### *Institutional Partnerships*

The Administrative and Grants Associate is responsible for compiling media and programmatic deliverables for current institutional donors and maintaining up-to-date records of reporting deadlines. The role also includes reviewing donor reports for compliance with donor guidelines and refining language for clarity. Overall, the associate will monitor and ensure the timely completion of deliverables and pre-qualification materials in line with donor and internal expectations.

#### *Administration*

The Administrative and Grants Associate also serves as the initial point of contact for telephone, electronic, and guest communications at the HQ office. This role involves a variety of administrative responsibilities, including calendar management, appointment coordination, travel arrangements, inventory and file management, handling of donor and general mail, and data entry. This role also involves assisting with a variety of human resources tasks, including recruitment and staff onboarding.

### **Qualifications**

1. At least 3 years of employment experience (or relevant educational background) in a relevant field such as nonprofit administration or communications.
2. Coursework or experience in grant writing or fundraising is a plus.
3. Fluency in Arabic is looked upon favorably.
4. Superior English speaking, writing, and editorial skills, including the ability to write clearly, concisely, and persuasively.

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5. High proficiency in Microsoft office and computer literacy, including Microsoft Excel.
6. Bachelor's degree.
7. Positive professional attitude, self-motivated, and energetic.
8. Strong interpersonal skills and ability to work collaboratively.
9. Meticulous attention to detail and thoroughness.
10. Strong organizational and time management skills.
11. Knowledge of and interest in the Middle East, specifically Palestinian issues, would be viewed favorably.

### **Application Process**

To apply, please submit a one to two page resume and one page cover letter to [employment@upaconnect.org](mailto:employment@upaconnect.org) with the subject: "Administrative and Grants Associate."

Applications are reviewed on a rolling basis.

### **About UPA**

United Palestinian Appeal, Inc. is a 501(c)(3) New York not-for-profit corporation, with headquarters in Washington, D.C. and field and program staff in the West Bank, the Gaza Strip, Jordan, and Lebanon. Established in 1978 in New York by Palestinian-American professionals, UPA was conceived as a non-political, non-sectarian organization that would help Palestinians meet their relief and development needs.

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