



united  
palestinian  
appeal

## **Job Announcement: Institutional Partnerships Associate**

**Position Type:** Part time, up to 30 hours per week

**Compensation:** \$22-\$25 per hour

**Location:** UPA Office, Washington, DC (on location)

**Reports to:** Institutional Partnerships Manager

### **Position Summary**

UPA is seeking a highly motivated and qualified individual interested in launching a career in nonprofit institutional fundraising. This role offers a unique opportunity to gain firsthand experience in elements of grant reporting, grant compliance, and institutional fundraising.

The Institutional Partnerships Associate is a member of UPA's Institutional Partnerships team and will support the stewardship of current institutional donor relationships and the needs of the team more broadly.

### **Key Responsibilities**

The Institutional Partnerships 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 prequalification materials in line with donor and internal expectations.

### **Qualifications**

1. At least 3 years of employment experience (or applicable educational background) in a relevant field such as nonprofit administration or fundraising.
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.
5. High proficiency in Microsoft office and computer literacy. Proficiency in Microsoft Excel would be viewed favorably.
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.

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## **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: "Institutional Partnerships 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.