TABEETHA SCHOOL IN JAFFA
AMUTA NUMBER: 580500601

Job Specification: Freelance Development Officer

Position Overview:

The post of Development Officer has been in place for the last 2 years. The role now is to continue and further develop fundraising efforts and alumni relations within Tabeetha School, Jaffa. Reporting to the Secretary to the Board of Governors, with regular engagement with the Executive Director and quarterly reporting to the Board of Governors, this role will play a pivotal part in securing financial support for the long-term sustainability and development of the school and fostering positive engagement within the wider school community. The role is based in Jaffa, Israel, with regular on-site presence to support coordination with school staff and donor engagement.

Key Responsibilities:

Fundraising Strategy and Implementation:

- Support the development and implementation of fundraising plans and priorities agreed with the Board and Secretary to the Board.
- Identify and cultivate relationships with prospective donors, including individuals, corporations, foundations, and other organizations.
- Coordinate fundraising campaigns, appeals and supporter engagement activities.
- Engage alumni, parents and supporters through communications, campaigns and relationship-building initiatives.
- Support fundraising across multiple income streams, including foundations, churches and individual donors (alumni, parents and friends).

Donor Cultivation and Stewardship:

- Build and maintain strong relationships with current and prospective donors through personalized communication, meetings, and engagement opportunities.
- Practice effective stewardship practices to recognize and appreciate donors, ensuring their continued support and involvement.
- Ensure timely and personalized donor communications, including thank-you messages and impact updates.

Alumni Engagement and Relations:

- Maintain and develop engagement with Tabeetha School alumni through communications, events (where appropriate), and targeted initiatives.
- Organize alumni events, webinars, reunions, and networking opportunities to strengthen connections and support for the school.

Grant Writing and Management (currently less of a priority)

- Research funding opportunities and develop compelling grant proposals in collaboration with relevant stakeholders.
- Manage grant application processes, ensuring timely submissions and compliance with funder requirements.
- Provide regular reports to funders on grant activities and outcomes.
- Support collection of information from school staff for fundraising materials and donor reports.
- Lead the end-to-end grant process, including identifying opportunities, writing applications, submitting proposals and managing reporting requirements.
- Coordinate with school leadership and staff to gather project information and delivery updates for grant applications and reports.

Board Engagement and Support:

- Assist in preparing fundraising updates for the Board of Governors.
- Contribute information and recommendations to support Board fundraising discussions.

Website Management

- Maintain and update fundraising-related content on the school website, including quarterly updates and annual revisions.

Data Management and Analysis:

- Maintain accurate records of donor interactions, gifts, and pledges using appropriate systems.
- Analyze fundraising data to evaluate performance, identify trends, and inform future fundraising strategies.
- Manage donation platforms (e.g. Donor Box, PayPal) and ensure accurate tracking of income.

Financial tracking and administration:

- Maintain accurate records of donations, manage donation platforms, and coordinate with the school bursar, accountant and Church of Scotland finance team.

Communications

- Lead the production of fundraising communications, including newsletters, appeals and donor updates.
- Support social media activity related to fundraising (e.g. Instagram, Facebook, LinkedIn).
- Contribute to raising the school's external profile, including engagement with media where appropriate.
- Represent the school confidently to donors, partners and external audiences.

Internal Coordination and Project Development

- Work with school leadership and staff to identify funding needs and develop fundable projects.
- Support coordination of donor visits and on-site engagement.
- Translate school priorities into clear, funder-ready proposals.

Additional Information:

This is a part-time role, freelance role, approximately 15 hours per week. Employment will be based on a rolling 6 monthly contract, and will be subject to regular reviews.

The Development Officer will report directly to the Board of Governors, through the Secretary to the Board, who is based in Scotland. However, due to the nature of the role, we would look for someone who is based around the Jaffa Tel Aviv area.

Remuneration will be an hourly rate of NIS 120-150 depending on experience.

Person Specification

- Experience in fundraising, communications, community engagement, education, membership organizations or other relationship-based roles.
- Strong writing skills, particularly for proposals and donor communications
- Ability to support fundraising activity across a range of donor and supporter groups
- Strong interpersonal skills and confidence representing an organization externally
- Experience working across cultures and in sensitive contexts
- Highly organized with strong attention to detail, particularly in financial tracking and reporting

To Apply

Send your CV and a covering letter to:
Rebecca McGonigle – rmcgonigle@churchofscotland.org.uk

Deadline for applications: Friday 27th November 2026