

## CALL FOR APPLICATIONS:

### ELSC DEVELOPMENT OFFICER

The European Legal Support Center (ELSC) is seeking a Development Officer to lead fundraising and administrative work, including management of human resources and strategic planning. The position is located in Amsterdam and immediately available from 8 November.

#### ABOUT THE ELSC

Established in January 2019, the **ELSC's mission** is to provide legal assistance to organizations, groups and individuals who are facing repression in Europe because they speak out or take peaceful action for justice and freedom of the Palestinian people, and to give strategic legal support to campaigns of the Palestine solidarity movement.

#### JOB DESCRIPTION

The ideal candidate is passionate about social justice issues and thrives in a collaborative and dynamic work environment that requires self-management and team leadership skills. S/he has strong skills in fundraising and non-profit administration with a willingness to develop the skills needed to ensure the sustained growth of the organisation.

The Development Officer will have two main roles at the ELSC. On the one hand, s/he leads organizational and program administration, drafting organisational strategy and budget, and ensuring the successful recruitment and management of human resources. On the other hand, s/he leads and develops fundraising, including maintaining relationships with existing donors, researching and drafting grant proposals whilst continually expanding the ELSC's network of individual and institutional donors.

The Development Officer works closely with the ELSC Programme Director to ensure that all staff are able to execute their tasks efficiently and effectively. The ELSC team is composed of the Programme Director, Development Officer, Finance Officer, Advocacy and Communication Officer, Project Officers in the Netherlands, UK and Germany, as well as six temporary legal researchers, interns and consultants. The Development Officer will be responsible for human resources related tasks within the team.

The Development Officer will also cooperate closely with ELSC partners across Europe and in Palestine. The Development Officer reports to the ELSC Programme Director and is expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Administration**

1. Support ELSC strategic planning and the drafting of bi-annual budgets
2. Ensure the implementation of ELSC policy and procedure manual on financial spending and documentation (including, among others, authorization, approval process, collection of receipts)
3. Provide orientation on the ELSC working environment to new and existing staff including overseeing the training of team members on of ELSC working styles and software (Microsoft Office 365, Notion, Uwazi)
4. Manage the hiring of ELSC temporary staff including the ELSC trainee programme, interns and volunteers as well as assist in the drafting of contracts in coordination with the Finance Officer.
5. Tracks and monitors ELSC work and project, producing periodic status reports for presentation to the Steering Committee.

### **Fundraising**

1. Leads the development of the ELSC fundraising strategy, which include both individual and institutional donors.
2. Writes grant applications and proposals for ELSC projects.
3. Maintains relationships with existing donors (both individual and institutional).
4. Manages fundraising campaigns including but not limited to crowdfunding efforts and online/in person fundraising events.
5. Oversees existing ELSC grants, completing required reporting.
6. Identifies possible new institutional donors, managing contact and outreach
7. Prepares the ELSC annual report alongside related information materials

### **Communication**

1. Provides technical assistance to the Advocacy and Communication Officer, including but not limited to the dissemination of social media postings, monthly newsletters, internal communication and website updates.

## **SELECTION CRITERIA**

### **Qualifications**

- A university-level degree or professional training in business administration, non-profit management, fundraising or other relevant field.

### **Experience and Knowledge**

- At least two (2) years' experience in fundraising/administration/project management or similar role with a legally- or human right-focused non-profit organization.

- Sound knowledge of the historical and present context of the Palestinian people, as well as an understanding of human rights issues, including freedom of expression, discrimination and shrinking space for civil society.

## **Skills**

- Full written and spoken proficiency in English; knowledge of Dutch is highly desirable.
- Proficiency in Microsoft Office 365; skills using Notion, Uawzi and other management software is highly desired
- Ability to manage multiple and competing priorities, meet deadlines, work independently, and solve problems.
- Ability to work collaboratively; excellent inter-personal skills
- Ability to take a reflective and evaluative approach to work.
- Ability to manage and operate a number of competing operational tasks to a high quality.
- Independent working style with strong organizational skills, highly motivated and driven, innovative thinking

## **Personal Qualities**

- Commitment to building a fair, respectful and diverse working environment
- Commitment to the mission of the ELSC; ability and readiness to commit to the ELSC for more than one year
- Willingness to learn new skills and working methods
- Commitment to the rights of the Palestinian people or other causes of political and social justice

## **IMPORTANT INFORMATION**

### **WORK VISA AND HOUSING**

Applicants must be eligible to work in The Netherlands. The ELSC cannot provide visa assistance. The ELSC can, however, provide assistance in finding housing in Amsterdam.

### **WORK ENVIRONMENT**

The Development Officer will work from the ELSC office space that is shared with colleagues. We offer a flexible working environment, with the opportunity to work from home in line with organisational needs and workload. Work is expected to require little traveling, and if so, then mainly within Europe. The ELSC is striving to build a team that is truly inclusive. We welcome and encourage applications from marginalised groups.

### **SALARY AND BENEFITS:**

This position is 32-36 hours per-week. The Development Officer will be employed by the ELSC's host, The Rights Forum and is subject to the rights and duties under its bylaws. Benefits include paid holidays, 13<sup>th</sup> month, pension contribution, vacation and sick leave, as well as social and health insurances (insurance arrangements will be finalized pending the status and preferences of the selected applicant).

This position is on salary scale 10 ranging from €2,573-€3,261 monthly (gross) for a 36 hours per-week. Internationally recruited candidates may be eligible for [tax benefits](#) in The Netherlands. Further information will be provided in the interview.

## HOW TO APPLY

Please provide the following: CV, cover letter (max 300 words) explaining why you are interested in this position and how you think you can contribute to the ELSC's growth and mission, names and contacts (email, phone number) of two references.

Please send your application [application@elsc.support](mailto:application@elsc.support) subject line "**ELSC Development Officer Application.**"

Applications will be received until 21 November 2021. **We reserve the right to fill the role before the closing date therefore, early applications are encouraged.** We will not consider incomplete applications.

Only short-listed applicants will be informed and invited for interviews in the week beginning 29 November.

*The ELSC is committed to be an equal opportunities organisation and we value diversity in all areas. No rights can be derived from the above statements. The ELSC reserves the right to amend and change the responsibilities or withdraw calls for application in line with organisational needs.*