

The Danish House in Palestine is looking for an experienced and dynamic Director

Location – Ramallah, the Occupied Territories of Palestine

Two-year contact

Deadline for applications is Thursday 2nd June 2022 at 11 am

Preferred start date is 1st or 15th September 2022

Are you an inventive, inspiring and visionary leader with solid experience from the development sector?

If so, then the position as Director of the Danish House in Palestine might be of interest to you.

The Danish House in Palestine is an independent Danish civil society organisation. Our vision is to strengthen the mutual understanding and appreciation between Danish and Palestinian cultures, as well as encourage values of diverse, open, and tolerant societies.

We have three main programs: 1) strengthening the resilience of Palestinian children and young people through art, culture and creativity; 2) supporting partners in the Occupied Territories of Palestine to reclaim and expand the civic space 3) engaging the Danish public, creating people-to-people meetings and facilitating voluntarism. Our work is supported by our members, the DK-MFA and CISU.

You will be responsible for the strategic leadership and the daily management of the organisation and the programs with reference to the Board of Directors. It is a position that entails cooperation with donors and Palestinian civil society partners, public engagement and policy work as well as all around hands-on project work and support to administration and finance team. In other words: Nothing is too big or too small for you. We are small dedicated team of six members and two interns – a mix of Palestinians and Danes, and we cannot wait to hear from you.

Your tasks and responsibilities

- Ensure that the organisation is financially strong and sustainable. The involved tasks include grants acquisition, collaboration with DK-MFA, CISU, and Danish private trusts and foundations as well as initiating regular fundraising and member acquisition campaigns.

- Support and take an active part in our MEAL. Documentation of impact is an important driver for our grants acquisition and fundraising – and we need to further develop and qualify our MEAL. You are also responsible for the narrative reporting to the donors and to the board and for the regular review and update of strategy, results framework and risk register in consultation with the board and DK-MFA.
- Inspire, support and when relevant lead the development and implementation of our civil society partnerships in line with the principles of mutuality and trust, and together with partners, ensure a high quality of our program and engagement work in line with the strategy of the Danish House.
- Closely supervise and ensure compliance with donor regulations and take active part in finance and grants management e.g. budgeting, financial planning, reporting, statement of accounts and external audits. The responsibility also includes review and update of practices and operating procedures when necessary.
- Provide proper leadership and ensure the well-being of team members together with an appreciative, healthy and secure work environment and culture, also involving the retention and recruitment of qualified team members, and the maintenance of the physical facilities and equipment.

Profile and qualifications

- several years of professional work experience from the development sector and collaboration with DK-MFA
- at least 5 years of professional work experience managing the entire cycle of DK-MFA and CISU grants
- a proven record of grants acquisition and fundraising incl. Danish private trusts and foundations
- solid professional work experiences with financial management, grants management and compliance
- solid insight and interest in MEAL methods and processes
- good understanding of and interest in fundraising and member acquisition campaigns in Denmark
- experience with human resource management
- experience working with civil society in Palestine and/ or the Middle East is an added value
- experience with and insight into art and culture is an added value
- excellent and proven leadership skills, a team player with strong relational and inter-cultural skills
- fluent in Danish and excellent English
- relevant academic background

You will be living in Ramallah, the Occupied Territories of Palestine. It is a two-year contract, which can be extended according to performance and mutual agreement. It is a non-family duty station.

The deadline is 2nd June 2022 at 11 am. We expect interviews to be conducted during the week of 25. Send a cover letter (max 1 page / font 11), a detailed curriculum vitae with at least two references to job@dhip.ps. All documents must be in English and merged into one PDF file labelled with your name.

For further information or questions, you are welcome to contact Chair of Board, Lone Bildsøe Lassen at lbl@dhip.ps or Director, Helle Schierbeck at hs@dhip.ps or WhatsApp +45 26 81 17 19. <https://dhip.ps> or check us out on Instagram or Facebook