



## **Executive Director**

**Location:** Washington, D.C.

The Institute for Palestine Studies in Washington (IPS-USA) is a private, nonprofit, nonpartisan academic institution unaffiliated with any political organization or government. It is supported by the Institute for Palestine Studies in Beirut (IPS Beirut)<sup>1</sup>, which was established in 1963 and is the oldest institute in the world devoted exclusively to research, analysis and publication on Palestinian affairs and the Arab-Israeli conflict. IPS-USA produces widely respected English-language publications, including the quarterly *Journal of Palestine Studies (JPS)*.

## **Key Responsibilities**

IPS-USA seeks an Executive Director with the experience and vision to advance its traditional mission through extensive fundraising and new channels of communication. Reporting to the Board of Directors, the Executive Director will have overall strategic, financial, and operational responsibility for IPS' staff, projects, services, and execution of its mission. The Executive Director will work in close coordination with the Director General of IPS Beirut.

### *Management, Operations and Strategic Planning*

- Create and implement comprehensive, goal-based, strategic, and operational plans for IPS-USA in close collaboration with IPS Beirut and its office in Ramallah.
- Ensure ongoing strategic programmatic excellence and rigorous program evaluation.
- Lead, coach, develop and retain team of IPS USA's employees. Ensure effective systems to track progress and regularly evaluate successes that can be effectively communicated to the board, funders, and other stakeholders.
- Oversee operations and internal processes, ensuring efficiency and error-proof procedures that are well documented and up to date.
- Implement mechanisms to preserve institutional memory and optimize organizational competencies and enhance the presence of the Institute in the media and with key audiences.

### *Business Development, Financial Management and Fundraising*

- Plan, supervise and implement a strategy for donor cultivation and stewardship. Use external resources and relationships to garner new opportunities.

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<sup>1</sup> Like IPS-USA, IPS Beirut is also a private, nonprofit, nonpartisan academic institution unaffiliated with any political organization or government.



## مؤسسة الدراسات الفلسطينية Institute for Palestine Studies

- Expand local revenue generating and fundraising activities to support existing program operations and expansion.
- Deepen and refine all aspects of marketing and communications — from web presence to external relations with the goal of creating a stronger brand.
- Research, identify and cultivate prospective donors, including individual donors, organizations, and foundations.
- Monitor progress of donor and business development initiatives towards yearly, individual, institutional, and special events fundraising goals.
- Draft, review and advise on fundraising materials, ensuring that materials are consistent with the organization's mission and strategy.

### *Editorial and Publisher Relations*

- Manage contractual relationships with *JPS'* co-publisher and with book co-publishers.
- Work to reconceptualize and repackage existing IPS products for new and existing audiences.
- Ensure that all IPS products adhere to the highest academic and quality standards, and are consistent with the organization's mission and strategy.

### **Qualifications**

The Executive Director will be fully committed to the IPS mission and understand implications of an organization dedicated to Palestinian affairs and protecting the integrity of the historical record. All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and qualifications include:

#### *Required*

- This position requires full-time residence in Washington and willingness to travel.
- Advanced degree, ideally an MBA, with at least 7 years of senior management experience; track record of effective leadership, fundraising, and budgeting and business development accomplishments and in managing multiple areas of activity simultaneously.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business and fundraising planning.
- At least 7 years of experience in developing fundraising plans, thinking creatively and strategically. Responsible experience in leading fundraising initiatives including building donor programs is required, as is ability to develop and manage portfolio of donors and prospects.



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- Excellent English verbal and written communication skills, experience writing successful proposals and strong computer skills.
- At least 7 years of experience in recruiting, managing, inspiring, motivating, training and mentoring staff to work as a team and to perform to their greatest potential.

### *Preferred*

- Broad knowledge of the Arab-Israeli conflict and Palestinian affairs is preferred.
- At least 5 years of experience in the publishing industry, with preference to candidates specializing in digital publishing.
- Competency in the Arabic language is preferred but not required.

**Compensation:** Salary commensurate with experience and a competitive compensation package is offered.

**To Apply:** Please send a letter of interest (with salary requirements), résumé and list of 3 professional references to email [recruitment@palestine-studies.org](mailto:recruitment@palestine-studies.org). Applications will be accepted until position is filled.