Executive Director – Oasis of Peace UK

A full-time (possibly negotiable) position: Remuneration package: £33,000 - £38,000 pa depending on experience. Other benefits TBD.

Six months probationary period followed by a fixed term contract

Closing date: July 31st, 2018

Neve Shalom / Wahat al Salam (NSWaS), is a unique bi-national community in Israel where multi-faith integration has become a reality. A full background can be viewed on our website at http://www.oasisofpeace.org.uk/

Oasis of Peace UK, the British Friends of NSWaS, is an educational charity. Our mission is to educate the UK public in the ethos of NSWaS as a living example of social equality between Jews and Palestinians, and to provide financial support to the educational institutions at NSWaS amongst which are the bi-national, bi-lingual Primary School and the School for Peace based there.

Candidates must have a strong vision and enthusiasm and a commitment to the principles of a shared society and be open to innovation and change. They must have a good understanding of the complexity of the political situation in Israel-Palestine and the judgment to deal with the many differing views expressed. The successful candidate will promote strategic development and work closely with the Trustees and elected Officers.

Working closely with the Board of Trustees, s/he will be a lively and enthusiastic ambassador for the organisation and provide the public face for campaigns and building relationships with a range of key stakeholders. S/he will play a key role in motivating and engaging volunteers, staff, beneficiaries and prospective donors. Marketing experience, people management and excellent relationship skills are essential. The successful candidate will work from a small friendly office supported by a part-time Development Executive who organises events plus an administrative assistant.

Main responsibilities:

- Prepare and implement a strategic plan in accordance with the objectives set by the Trustees.
- Develop and implement the fundraising strategy, cultivating donors, building relationships, submitting proposals to ensure a sustainable income from individual, corporate, legacy and relevant trusts.
- Prepare and implement a PR and marketing strategy, making best use of modern digital communications and social media.
- Supervise all financial reporting and relationships on the basis of an annual Budget approved by the Trustees.
- Build relationships (personally and through Trustees) with politicians, the media and other bodies and people with similar objectives.
- Maintain relationships with the Village and with all its institutions on a regular basis including the occasional visits there and participate in the work and networking of the international Friends Associations.
- Establish and monitor key indicators of advocacy impact and financial health.
- Represent Oasis of Peace UK at external events and publicity opportunities.
- Build an effective working relationship with the Chair of the Board and Trustees.
- Advise and support the Trustee Board; providing regular reports; attending Trustee meetings and sub-committee meetings; ensuring prompt preparation of all Minutes.
- Ensure staff and volunteers are focused on achieving the set mission and objectives
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Establish means of listening to the views of beneficiaries on the organisation’s performance
- Represent the organisation to the media and give interviews

**Key skills**

- **Leadership skills:** recruit and motivate staff and volunteers – you will have the personal dynamism and vitality to achieve this.
- **Advocacy skills:** you will be the public and private face of Oasis of Peace UK and will be able to successfully promote its aims. Experience and enjoyment in public speaking is a must.
- **Social Media skills:** knowledge of developing and maintaining websites, Twitter, Facebook, Instagram, etc.
- **Effective interpersonal and communication skills:** empowering others, facilitating, building relationships with a variety of people, from beneficiaries and staff members to politicians, the media, senior corporate executives and opinion formers amongst others.
- **Financial acumen:** you will set and operate a budget and be responsible for income and expenditure, and all coordination with bookkeepers, accountants, auditors and the Treasurer.
- **Confidence and flexibility** with a willingness to learn new skills.
- **Fundraising Experience** in the charity/NGO sector
- **Written Communication skills:** specifically, an ability to draft fundraising proposals for prospective grantors

**Relevant experience:**

Experience in people management and organisational leadership is essential. You will work closely with the Board of Trustees, so any experience of working with committees or Boards is advantageous. Prior experience of working in the charity sector is desirable but not essential. Experience of managing and overseeing a relational database is also desirable.

**Application Process**

Applicants should send the following to selectionLB@hotmail.com by the end of July and short-listed candidates will be interviewed in August:

- A Statement clarifying their interest and experience
- A brief CV
- The names and addresses of two referees (who will only be contacted in the event of short-listing)
- Ideally, the successful candidate could commence employment on October 1st