



PRCS is looking for **Partnerships Officer** in Planning, Partnership and Projects Department to work at the PRCS HQ in Al Bireh. Applications are only received through the e-mail listed in this advertisement no later than 12/8/2026 Job details can be found on the PRCS website

[جمعية الهلال الأحمر الفلسطيني - Careers \(palestinercs.org\)](http://palestinercs.org)

Job Title: Partnerships Officer

About PRCS:

The Palestine Red Crescent Society (PRCS) is an officially recognized independent Palestinian National Society. It enjoys legal personality and is part of the International Red Cross and Red Crescent Movement. The Society, which operates in Palestine and the diaspora, works in the field of humanitarian work, relief, health and social services.

Responsibilities:

- **Mapping Partnerships:** Mapping PRCS Partners and Donors as current and potential partners
- **Donor Research and Identification:** Research and identify potential international and local donors to expand the funding base. Research additional relevant development sources/platforms including subscription-based platforms.
- **Database Management:** Compile and maintain an up-to-date database of donor organizations, categorizing them for targeted communication to serve as a tool for PRCS and its programs.
- **Conferences, Campaigns and Events:** Support the facilitation of organizing, conferences, meetings, briefings and campaigns and events including partners meetings to increase donors and partners engagement.
- **Communication:** with external requests for information, introductions to the organization and inquiries on donations, as well as responding to official letters as guided



- **Representation:** Support and Represent PRCS at conferences, workshops, meetings and briefing, and other events to maximize opportunities for donor funding and partnership development as requested by Department Head.
- **Liaise with partners:** Liaise with partners to develop marketing opportunities to maximize partnerships, projects and partner / back donor requirements.
- **Support in Visits:** Support the arrangements for Field to Palestine by PRCS partners, and to the field
- **Maintain Regular Meetings:** Support in preparing and facilitating conducting regular meetings for operational updates and coordination with PRCS Movement Partners, in addition to meetings with donors
- **Manage existing partnerships at PRCS:** Ensure the execution of partnership activation deliverables and work closely with Projects Team
- **Maintain electronic and paper files:** maintaining good electronic and paper archives for all PRCS Partnerships Files, incl. agreements, MoUs, and other documents.
- **Support and Join in donor meetings** and funding-related trainings and meetings relevant to the mandate of the Department.
- **Communications Plan Development:** Support Media department in developing and implementing a comprehensive communications plan to enhance PRCS visibility and outreach efforts, at all platforms including the website
- **Administrative Support:** provide Administrative support to the Head of Department.
- **Other Duties:** Perform any other tasks and responsibilities as requested by the department manager.



Qualifications:

- Bachelor's degree in Non-Profit Management, Business Administration, Communications, or a related field.
- At least 1-2 years of experience in Management, fundraising, donor management, and partnerships, preferably within the non-profit sector.
- Excellent writing, editing, and communication skills in both Arabic, English. (language proficiency will be tested).
- Knowledge of PRCS Strategic Directions, Programs, Policies, and way of working, in addition to its Fundamental Principles
- Ability to work independently and collaboratively within a team.
- Fluency in English (knowledge of additional languages is an asset).

Qualified candidates are invited to submit their resumes and cover letters with the subject **“Partnerships Officer”** to jobs@palestinercs.org no later than **12/8/2026**