

Fund-raising Coordinator, CARE International in Lebanon (CIL)

1. Scope of Work

Working closely with the country director and other senior managers, the appointee will review and elaborate a detailed and comprehensive fundraising business plan and initiate key related actions with funders and other partners within an overall goal of strengthening CARE Lebanon's support base to enable the consolidation and expansion of our humanitarian programming with refugee and host communities.

This country level plan will seek to align with CARE Lebanon's current strategic plans as well as with the CARE regional fundraising initiative for the Syria response which is currently under development and identify key opportunities for CIL to establish or strengthen synergies and collaboration.

The coordinator will report to the country director and be a member of the senior management team.

2. Specific tasks and deliverables

- Liaison with CARE staff responsible for the new regional funding initiative to clarify progress and linkages for CIL, including the VP for IFP at CARE USA.
- Desk review of current CARE /Gulf Global Fundraising Strategy and liaison with CARE's fundraising representative in Dubai to clarify further opportunities for CIL.
- Interviews and agreed actions with key internal stakeholders – CIM Fundraisers & Communications, including CARE France and region – on further options for partnering/funding
- Review CIL's Emergency Response strategy and contingency plans and align the revised fundraising business plan accordingly
- Interviews with key external donors, including peer INGOs, embassies, institutional donors and private sector with the objective of deepening and specifying further fundraising opportunities in line with CIL strategy
- Based on analysis of reviews and interviews, update and elaborate further the current basic CIL funding matrix and donor mapping in collaboration with the SMT, and convert to an actionable and timed work plan to June 2017
- Accompany senior CARE staff/lead introductory meetings with key new and potential funding partners in the country/Gulf
- Initiate other actions specified in the country fundraising business plan linked to key goals to be achieved in the near-term(3-6 months)

3. Timing

Three working months from January 5th 2015, potentially extendable.

4. Application

Please send a CV and a Letter of Motivation to recrutement.programmes@carefrance.org

Mention in the title of the email : Fundraising coordinator, CIL