



CARE International in Lebanon

JOB DESCRIPTION

Position: Grants and Fundraising Coordinator

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| Organization: | CARE International in Lebanon |
| Department/Division: | Fundraising & Grants |
| Unit: | Programme/SMT |
| Last Update: | 11 May 2016 |
| Category: | Coordinator |
| Work Location: | Beirut |
| Supervisor: | Country Director |
| Posting Restrictions | None |
| Job Summary: | This position will be working closely with sector heads, finance and operations on proposal writing, reporting, funding opportunities and donor compliance. |
| Supervisees : | None |
| Working Conditions: | This position will be based in Beirut, with frequent travels to the field offices. |
| Salary: | according to experience |
| Employment Start Date: | July 1 st 2016 |
| Duration of Contract: | 12 months (extendable) |
| Contract Type: | |
| Other contract elements: | |
| Education & Certifications: | Bachelor Degree – BA/S or equivalent in social science, management, international development, humanitarian studies, or other relevant field. Master's degree is a plus |
| Minimum Education Level: | Bachelor Degree |
| Proven Experience: | At least 5 years of work experience in international development programs. |
| IT / Software / Technical Skills: | Knowledge and facility with standard office computer systems and software. |
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| <p>Language Skills:</p> | <p>English Speaking : Fluent/Mother tongue - Reading : Professional - Writing :Professional Arabic Speaking: fluency preferred - Reading : Professional - Writing :Professional</p> |
| <p>Competencies</p> | <ul style="list-style-type: none"> • Strong track record of successful proposal development, including proposals • Excellent reporting skills and experience drafting in reports and proposals • Good communication, networking and presentation skills and ability to represent the organization with relevant stakeholders • Excellent knowledge of various types of donors (institutional, foundations, private individuals, etc.) • Ability and experience working under pressure, with tight deadlines and by managing multiple proposals writing simultaneously, and to be flexible. • Good knowledge of the Regional Syrian crisis context • Ability and experience working independently and to seek support when needed <p>Desired:</p> <ul style="list-style-type: none"> • Knowledge and experience with project management cycle. • Arabic speaker and advantage |
| <p>Detailed Responsibilities & Tasks</p> | <p>Responsibility #1: Coordinating the further development and consolidation of the strategy to secure funding to support the humanitarian and development programming of CIL</p> <ul style="list-style-type: none"> • To work closely with the Country Director, CARE's Regional Syria Response Team, and other senior managers to establish and maintain a detailed and comprehensive resource mobilization strategy and business plan • To initiate key related actions with funders and other partners within an overall goal of strengthening CARE Lebanon's support • To identify and proactively pursue new and recurring funding opportunities aligned with the strategy of CIL and the donor mapping • To activate regularly the networking and communication with the stakeholders, including INGOs, embassies, institutional donors and private sector with the objective of deepening and specifying further fundraising opportunities in line with CIL strategy • To work closely with CARE International network to reinforce CIL position in the region • To update regularly the CIL Funding Matrix and resource development calendar in cooperation with the CARE France Finance Manager • To accompany senior CARE staff/lead introductory meetings with key new and potential funding partners in the country/region <p>Responsibility #2 : Developing and coordinating proposals and reports</p> <ul style="list-style-type: none"> • To perform the lead writing role for proposals and reports in collaboration with CIL managers. • To be the focal point with varying donor bodies (from institutional donors to private individuals). • To oversee all internal and external reporting in collaboration with the programs and finance departments. ensuring high-quality, well written and timely reports meeting donor and CIL |

requirements.

Responsibility #3: Ensuring donor and organisational compliance

- To advise the Programme Support team in ensuring compliance of proposals, budget, and sub-agreements with relevant donor requirement and deadlines.
- Compile the CO donor reporting schedule for all CARE projects through reviewing donor agreements / IPIAs and updating the agreement data-base regularly
- To play a key role in grant opening and closing meetings, as well as regular grants management/project review meetings which include representation from each unit (program and program support) and ensure proper follow-up of issues raised
- Work with finance and program teams to ensure quality and timeliness of all donor report submissions.
- To ensure comprehensive grant files are maintained up to date and are available for use.

Please send you CV and Letter of Motivation to : recrutement.programmes@carefrance.org – ref : G&F-Coord

The deadline is : June 18, 2016