



CARE International in Lebanon

JOB DESCRIPTION

Position: Fundraising and Grants Coordinator

Organization:	CARE International in Lebanon			
Department/Division:	Fundraising & Grants Coordinator			
Unit:	Coordination			
Last Update:	21st May 2015			
Category:	Coordinator – (inter)national			
Work Location:	Beirut			
Supervisor:	Country Director			
Posting Restrictions	None			
Job Summary:	This position will be working closely with sector leads, finance and operations on funding strategy, proposal writing, reporting, and donor compliance.			
Supervisees :	None			
Working Travel:	This position will be based in Beirut, with frequent travels to the field offices.			
Salary:	Between 3000 and 3800 USD according to experience			
Employment Start Date:	ASAP (depending on funding)			
Duration of Contract:	6 months (renewable)			
Contract Type:	Fixed term			
Other contract elements:	Benefits: Social security/Health Insurance & Transport allowance. The direct supervisor reserves the right to adapt this job description at any time during employment according to needs. Any extension of this contract is dependent on performance review and funding availability.			
Education & Certification:	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 and/or emergency programs, with hands-on knowledge of donor strategy and cultivation, proposal development and/or grants management.			
IT / Software / Technical Skills:	Knowledge and facility with standard office computer systems and software.			
Language Skills:	Language	Speaking	Reading	Writing
	English	Fluent/Mother tongue	Professional	Professional
	Arabic	Optional	Optional	Optional
	French	Optional	Optional	Optional
Competencies	Essential			
	<ul style="list-style-type: none"> • Excellent knowledge of various types of donors (institutional, foundations, private individuals, etc.) • Strong track record of successful proposal development, including complex large proposals • Excellent reporting skills and experience drafting reports and proposals • Good communication, networking and presentation skills and ability to represent the organization with relevant stakeholders • Ability and experience working under pressure, with tight deadlines and by managing multiple proposals writing simultaneously, and to be flexible. • Good knowledge of the Syrian crisis and/or Lebanon context • Ability and experience working independently and seeking support when needed 			
	Desired:			
	<ul style="list-style-type: none"> • Education background related to implementation of programs in humanitarian contexts. • Knowledge and experience working with donors • Knowledge and experience with proposal development cycle. 			

	<ul style="list-style-type: none"> • Arabic speaker • Knowledge of CARE network and its organization.
<p>Detailed Responsibilities & Tasks</p>	<p>Responsibility #1: Developing and consolidating strategic funding supporting the humanitarian programming of CIL (40%)</p> <ul style="list-style-type: none"> • To work closely with the Country Director 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 in line 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 line with the Finance Manager • To accompany senior CARE staff/leads to relevant meetings with key new and potential funding partners in the country/Gulf • To follow and update on a regular basis the donor cultivation tool and share it with the Country Director and appropriate persons • To lead the Resource Mobilization Team within CIL and to organize regular training with the Senior Management Team. • To participate with the Communication Officer to events/communication when they are donors related. <p>Responsibility #2: Coordinating all new business development and contributing to grant management and reporting (60%)</p> <ul style="list-style-type: none"> • To perform the lead writing and coordination role for proposals and concept notes in collaboration with CIL managers. • To be the focal point with donor bodies (from institutional donors to private individuals). • To contribute to 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. • To work closely with the Program Support team to ensure grant administration, 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 • 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.
<p>SUPERVISOR SIGNATURE</p>	
<p>DATE</p>	
<p>EMPLOYEE SIGNATURE</p>	
<p>DATE</p>	