

Job Title:	<i>Fundraising Officer</i>
Reports To:	Executive Director
Subordinates:	N/A
Related Parties:	Programme Managers, Financial Officer, Donors
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Background

Takes in charge the fundraising unit (identify new opportunities, draft and submit proposals, follow up, contracts management, other tasks) within the overall programme priorities and policies of ALEF strategic plan.

Duties and Responsibilities

- To submit a project proposal each time a call for proposal is identified as falling within ALEF's strategic planning.
- To draft an action plan on the diversification of the sources of income and start its implementation.
- To establish a watch system for any new call for proposal.
- To monitor a data base that the position holder will be able to update. The data base covers potential donors on the following levels: institutional, private, corporate and others.
- To conduct an extensive research on potential fundraising institutional partners whether governmental, nongovernmental and inter governmental.
- To write down modular projects proposals (current and potential) of interest for ALEF.
- To coordinate the process of creation of organizational identity tools.



- To explore with the existing partners the possibilities of expanding partnership.

General Qualifications

- Relevant university degree or equivalent
- Relevant experience in project proposal writing
- Good knowledge of NGO's field and potential donors

- Proficiency in MS Office skills
- Fluency in written and spoken English and French– Arabic is a plus

- Strong communication skills – written and verbal
- Strategic thinking
- Good organizational skills
- Team player

Candidates not matching the above criteria will not be considered.

Deadline for applications: August 30th, 2009

Salary: Undisclosed. Please note that this is a local position.

Vacancies Contact:

Please send a resume and a cover letter explaining how your skills and experiences meet the needs of the position to jobs@alefliban.org and put **FUNFO** in the Subject Line.

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