



The Welfare Association, a leading organization supporting Palestinian development and relief efforts, is seeking an experienced and a highly skilled professional for immediate recruitment in Lebanon Office. Available job vacancy for "Fundraising Officer".

Applicants should send their CV and a cover letter including an expression of interest by email to welfarelb@jwelfare.org no later than February 19th, 2012 and include the job name above in your email subject and cover letter. Applications received after end of business day on closing date will not be considered.

Welfare Association is an equal opportunity employer. Women are encouraged to apply.

Job Description

Department : Lebanon Branch

Job Title: Fundraising Officer

Remuneration: Between \$24,000 and \$30,000 per annum based on qualifications and experience

Duration: Consultancy Contract for 1 year (renewable)

Location: Lebanon

Reports To: Lebanon Country Director

Purpose of Position: Develop and implement a creative and effective fundraising strategy

Responsibilities & Duties

In accordance with established WA policies & regulations:

Responsibilities

Fundraising

- Develop strategies appropriate to raising funds from institutional, corporate and individual donors. Research and adopt new fundraising approaches and tools to enhance WA-LB's development capacity, in coordination with the relevant

department in the head office of WA.

- Develop a yearly fundraising revenue budget and a fundraising operational plan to achieve that budget in coordination with Finance Coordinator and Lebanon Country Director.
- Cultivate network of potential individual donors. Build relationships with contact persons within funding organizations.
- Plan capital and endowment campaigns in the Arab region and among the Arab Diaspora.
- Create appropriate written materials geared to engaging the interest of individual donors and funders.
- Draft letters of inquiry, concept notes, and applications as necessary.
- Prepare reports on fundraising efforts.
- Draft and submit interim and final grant reports as needed to established funders. Provide donors and funders with documents and updates
- Ensure fundraising targets are established and met within expense budgets through planning and monitoring processes. Document and record all communications with funders
- Represent the WA-LB at conferences and meetings of funding entities, if required.
- Ensure coordination and a smooth working relationship with the Resource Development & Communication & Media department at head office

Communication & Outreach

- Work with various media for the purpose of informing the public of WA-LB's mission, policies, practices, and events in a positive, consistent and credible manner.
- Develop a variety of informational materials (electronic and paper pamphlets, brochures, etc.), including semi-annual e-newsletter.
- Work with PR, Marketing, and Communication consultants as needed.
- Disseminate WA informational materials through all possible channels.
- Develop strategies to raise WA profile regionally and internationally.
- Oversee production of annual report.

Managerial and Professional Qualifications:

- A Bachelor's degree in business or related field.
- A minimum of five years of fundraising experience.
- Demonstrated success in fundraising.
- Familiarity with a variety of fundraising practices and procedures.
- Excellent judgment and ability to plan and accomplish goals.
- Ability to juggle a variety of tasks, manage own workload, and work flexibly.
- Ability to work as part of a team
- Good understanding of budgets within fundraising applications.
- Ability to confidently promote the work of the WA-LB to donors/funders.
- Conscientiousness in reporting back to donors/funders.
- Creative thinking.
- Good research skills.

- Ability to communicate easily and appropriately with people at all levels within an organization.
- Ability to work as part of a small team.
- Native Arabic and excellent English skills (writing, reading, and correspondence).

Date: 06.02.2012