



Job Title Development and Project Officer

Empowering the Church and serving the community (education, justice and compassion) are key LSESD objectives that we pursue in an integrated manner that recognizes the profound meaning of the Gospel as word and deed.

To get there, we need talented, committed and driven people. We are looking for a dynamic, organized and motivated Development and Project Officer to join the team of our publishing house Dar Manhal Al Hayat (DMAH).

Position Overview

The role of the Development and Project Officer is to support the Publishing Director and Sales and Production Director in the following:

1. Strategic Planning

- Assist DMAH Directors with development of the Annual Operating Plan (AOP) - covering the publication of books, free distribution of books, attendance at book fairs, evangelistic events and any other activities at DMAH.
- Compile the annual Partnership Opportunities Document (POD) in a timely manner based on the requirements of the AOP.
- Participate in the development and implementation of an annual Development & Partner Relations (DPR) plan that supports and complements LSESD's organizational strategy.

2. Project Management

- Ensure that all assigned projects within DMAH are delivered on-time, within scope and within budget. To include:
 - Manage and monitor (in close liaison with the Publishing Director) day-to-day operations of the publishing department.
 - Coordinate with the Production team for cover design and other artwork requirements and for printing.
 - Ensure publishing cost optimization.
 - Create and maintain comprehensive project documentation.
 - Ensure all contractual obligations are met.
 - Maintain necessary contact with authors (for locally written books in Arabic) or publishing houses (for translations from English/French) throughout the publication process.
 - Maintain necessary contact with other external partners as required (dependent on project type).

- Manage the agenda of the consultative editorial committee.

3. Partner Relations and Fund Raising

- Liaise closely with the DMAH Directors to fully understand the needs of the ministry.
- Seek out and build relationships with new and current partner churches, foundations, major donors and individuals with a view to increasing and diversifying financial support for DMAH.
- Ensure that the mission, vision, values and activities of DMAH are made known and appreciated by the public through appropriate communication and fundraising material.
- Develop project proposals and reports in a timely manner and in accordance with LSESD standards and donor specifications.
- Liaise closely with the Chief Development Officer to ensure DMAH funding requirements are known.

Qualifications and experience

Essential:

- Bachelors' Degree (minimum) in Journalism, Literature, Communication, Business or related field.
- At least three years of professional work experience.
- Fluent in English and Arabic (both verbal and written).
- Shares LSESD's values and mission purpose.

Desirable:

- Knowledge of publishing and contacts with other Christian publishing ministries and authors.

Personal skills

- Good interpersonal and communication skills.
- Excellent organizational skills.
- Initiative, autonomy, excellent judgement and ability to work in a team environment.
- Excellent writing skills.
- Strategic thinker.
- Excellent customer service.
- Ability to manage several priorities and to meet firm deadlines.

Time Required

This is a full-time position subject to Lebanese labor laws and policies of LSESD

Interested candidates are kindly asked to send their CV and a cover letter to the following email address:
Hr@lsted.org

March 2020

www.Lsted.org

www.facebook.com/LSESD/

Information@Lsted.org