



Lebanese Society
for Educational & Social Development
الجمعية اللبنانية للإنماء التربوي والاجتماعي

Job Title **Program Officer**
Department **Development and Partner Relations (DPR)**

At LSESD, our goal is to serve the Church and the local community through educational and social development. We do so following the example of Jesus Christ.

To achieve our goal, we need talented and committed people. We are looking for a dynamic and motivated team member to join the Development and Partner Relations department.

The Program Officer is both a strategic and a hands-on role that provides a global view of our ministries and activities.

Position Overview

This job reports to the Director of Development and Partner Relations and supports the work of LSESD by focusing on raising friends and support.

The successful candidate will

- Research and identify new partnership opportunities
- Liaise closely with the Directors (or designated representatives) of the respective LSESD ministries and programs to stand on their program needs
- Build relationships with new and current partner churches, foundations, major donors and individuals with a view to increasing and diversifying LSESD's support base
- Contribute towards the development of appropriate communication and fundraising material
- Develop project proposals and reports in a timely manner and in accordance with LSESD standards and donor specifications
- Participate in the development and implementation of an annual DPR plan that supports and complements LSESD's organizational strategy
- Contribute to website and social media content

Qualifications and experience

- Bachelors' Degree (minimum) in Business, Communication or related field
- Experience in managing multiple partners and projects
- Significant Experience in setting, managing and monitoring budgets
- Fluent in Arabic and English (both written and Arabic)
- Shares LSESD's values and mission purpose

Personal skills

- Good interpersonal and relationship building 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

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