



*Improving lives*

## **JOB DESCRIPTION GRANTS MANAGER**

**Location:** Fair Trade Lebanon- Hazmieh

**Type of Contract:** Limited Agreement

**Languages Required:** Excellent writing skills in English and French

### **JOB SUMMARY:**

We are looking for a Grants Manager to lead and oversee the strategic development and management of Fair Trade Lebanon's grant portfolio, ensuring alignment with the organization's mission and growth objectives. This role focuses on high-level donor engagement, proposal development, compliance oversight, and capacity building within the team to maximize funding opportunities and program impact.

### **ROLE AND RESPONSIBILITIES**

- Strategic Planning and Donor Relations
  - Identify and pursue large-scale funding opportunities from international donors, government agencies, and private foundations.
  - Develop and execute a long-term grants strategy to diversify and grow funding sources.
  - Build and maintain strategic relationships with key funding partners, international NGOs, and institutional donors.
  - Lead the development of high-quality proposals, ensuring alignment with donor priorities and organizational objectives.
  - Oversee the negotiation of grant agreements, ensuring favorable terms and compliance with donor requirements.
- Grants Oversight and Compliance
  - Ensure effective coordination and implementation of awarded grants, working with program and finance teams to monitor progress.
  - Develop and enforce policies and procedures to ensure post-award compliance and timely reporting.
  - Ensure the accurate compilation of financial data and program outcomes in collaboration with the Finance Auditor.
  - Monitor risks and proactively address issues related to grant performance, financial management, and compliance.
- Capacity Building and Team Leadership
  - Provide training and mentorship to the grants team, enhancing their skills in proposal development, reporting, and donor engagement.

- Foster a results-driven, collaborative work environment focused on continuous improvement.
- Develop internal knowledge-sharing practices to ensure consistency and sustainability in grant management.
- Development and Innovation
- Identify trends and emerging opportunities in the funding landscape to inform strategic decisions.
- Innovate fundraising approaches, including social enterprise models, partnerships, and multi-donor consortia.
- Promote Fair Trade Lebanon's mission and impact to potential donors through compelling storytelling and data-driven insights.

#### **QUALIFICATIONS**

- Minimum of ten years of grant administration and management experience, including leadership roles.
- Proven success in securing large, multi-year grants from institutional donors.
- Extensive knowledge of grant processes, financial management, and compliance frameworks.
- Strong analytical skills for interpreting complex data and preparing high-level reports.
- Strategic mindset with the ability to translate organizational goals into actionable funding plans.

#### **PREFERRED SKILLS**

- Willingness to commit to the Fair Trade standards
- Exceptional communication and negotiation skills, with the ability to influence senior stakeholders.
- Strong leadership, mentoring, and team development abilities.
- Adaptable, innovative, and resilient in navigating a dynamic funding environment.
- Fluency in English and French.

#### **APPLICATION SUBMISSIONS GUIDELINE:**

- Interested applicants to send their cover letter and CV to [careers@fairtradelebanon.org](mailto:careers@fairtradelebanon.org)
- Only shortlisted candidates will be contacted.