



*Improving lives*

## **JOB DESCRIPTION**

### **Grants Officer**

**Location:** Fair Trade Lebanon- Hazmieh

**Type of Contract:** Limited Agreement

**Languages Required:** Excellent writing skills in English / French is a plus

### **JOB SUMMARY:**

We are looking for a proactive and experienced Grants Officer to create and oversee the implementation of a strategic approach to fund development, including donations, grant solicitation, and in-kind resources. The Grants Officer will maintain relationships with key staff from funding bodies, coordinate the implementation of grant awards, ensure post-award compliance, and compile financial (in conjunction with the financial auditor) and non-financial data for internal reports, compliance reports, and grant billings.

### **ROLE AND RESPONSIBILITIES**

#### **1. PLAN**

- Research new funding opportunities available through local, government agencies, private, and corporate foundations.
- Design, write, and submit compelling grant applications.
- Develop and implement long-term goals and objectives to achieve successful program outcomes.
- Facilitate grant efforts, including the grant approval process and post-award compliance, ensuring timelines are met.
- Monitor post-award grant compliance and follow up with funding agencies.
- Read and interpret requests for proposals and funding guidelines to determine suitability and ensure compliance.
- Maintain organized records, files, reports, databases, and resource materials relevant to grants activities.
- Establish and maintain partnerships with international donors and NGOs.
- Deliver training on subjects related to designing and writing proposals.
- Perform other duties as assigned.

#### **2. DEVELOPMENT**

- Develop and manage timelines for key activities to ensure strategic plans are implemented efficiently.
- Create and maintain grant application calendars.

- Oversee general grant administration functions, including budget amendments, plan changes, and program evaluation.
- Ensure accurate and timely preparation of grant reports in coordination with the Finance Auditor.
- Create and maintain detailed spreadsheets and documentation to support grant expenses.

#### **QUALIFICATIONS**

- Proven track record in grant writing and securing funds.
- Minimum of five years of grant administration experience (ten years preferred for senior-level expertise).
- Strong knowledge of grant administration systems, processes, and budgeting.
- Ability to analyze and compile technical and statistical information systematically and prepare detailed reports and correspondence.
- Understanding of program operations, particularly mentoring or development initiatives.

#### **PREFERRED SKILLS**

- Excellent communication and interpersonal skills, adaptable to different levels of stakeholders.
- Strong presentation and negotiation skills.
- Dynamic, self-motivated, resilient, and results-oriented.
- Ability to work independently and collaboratively within a team.
- Effective time management and organizational skills.
- Fluency in English and French.

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

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