General Description / Summary

Research, write and implement a fundraising and training plan for JMI with the view of securing annually budgeted funds through institutional fundraising and training activities

Primary Responsibilities

1. In consultation with the relevant staff at JMI, research, write and implement a fundraising and training plan for JMI through institutional fundraising and training activities
2. Research, develop and maintain local, regional and international donor databases
3. Research, develop and maintain a database for journalism and media training professionals
4. Research, identify and contact new potential donors and trainers, and follow up with current ones regarding ongoing activities
5. Seek grants/donations through institutional fundraising by researching, writing and submitting concept notes and grant proposals in line with the specific guidelines set by donor organisations and JMI’s mandate (in collaboration with the relevant staff at JMI)
6. Manage ongoing donor funded projects in accordance with the provisions set in project documents and concept notes (in collaboration with the relevant staff at JMI)
7. When applicable, write the narrative reports required by donors in the context of executing donor funded projects
8. When applicable, supervise the work of persons hired in the context of donor funded projects, and ensure that they meet the requirements agreed upon with donors in project documents and concept notes
9. Act as liaison between fundraising and training programme activities and requirements on the one side and JMI’s management and staff on the other side in a manner that guarantees the management’s prior knowledge of any arrangements being taken in the context of fundraising and training so as to ensure such arrangements fall within the relevant administrative and legal regulations and capabilities
10. Organise and follow up on the execution of training activities (in collaboration with the relevant staff at JMI)
11. When requested, provide input on the development of public relations materials and presentations aimed at potential donors or training clients (in coordination with communication personnel)
Financial Management (in coordination with the Training & Projects Director and the Financial & Administrative Manager)

1. Prepare budgets for project proposals and training activities
2. Monitor and follow up on expenditure and income related to grants, projects and training activities
3. Provide donors with any requested reports on the expenditure of their funds

Work Experience Requirements / Minimum Requirements

A. Education Requirements:

A degree in development, public relations, media or any relevant field

B. Previous Experience:

A minimum of three years of experience in project management and/or revenue generation. A background in journalism/media training is an asset

C. Notes:

The Project Officer works in close cooperation with a number of staff at JMI to ensure that funding requests and training activities are made in line with JMI’s mandate and needs. He/she is required to clear any project proposals and training activities to be presented to donors and clients with the relevant personnel at JMI, and only then develop and submit the proposals to donors and clients

D. Skills Required / Competencies:

1. Ability to develop and implement fundraising and training plans
2. Experience in institutional fundraising through developing project proposals and concept notes aimed at donors
3. Experience in managing and supervising the execution of ongoing projects
4. Experience in organising and following up on the execution of training activities in the field of journalism/media
5. Excellent research skills both online and off
6. A good understanding of budget control, expenses and allocations
7. Strong administrative, organisational and planning skills
8. Strong communication, numeric and IT skills
9. Ability to work independently and as part of a team
10. Able to work flexible hours
11. Ability to maintain client confidentiality
12. Strong oral and written command of the Arabic and English languages