

## ADVERTISEMENT FOR A PROGRAMS ASSOCIATE (FULL-TIME POSITION)

**Job Title:** Programs Associate  
**Start Date:** July 2017  
**Location:** AMAR U.S. Office, 1601 R Street NW, Second Floor, Washington, DC 20009  
**Salary:** Commensurate with skills and experience  
**Deadline:** 11:59pm, Sunday July 9, 2017  
Applications may be considered on a rolling basis.

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### To apply, please e-mail the following application materials:

- Cover letter
- CV
- Salary History
- At least three examples of your previous work (either as e-mail attachments or hyperlinks) including, but not limited to, project reports, concept notes, and grant proposals.

**Submit all application packages electronically to [opportunities@amarfoundation.org](mailto:opportunities@amarfoundation.org), with the subject line: Programs Associate Application.**

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### ABOUT AMAR

The AMAR International Charitable Foundation in the United States of America (AMAR U.S.) is recruiting a new Programs Associate position at our Washington, D.C. office. This exciting opportunity is for a full-time staff member to join our growing team to assist the Programs Officer in managing key programs and development initiatives. Please see overleaf for key responsibilities of the position and skills required.

AMAR U.S. was founded in 2010 as the American affiliate of the AMAR International Charitable Foundation, an award-winning British charity that has worked in the Middle East since 1991, building and improving the lives and livelihoods of some of the world's poorest and most disadvantaged people. AMAR was named the [International Aid and Development Charity of the year](#) in 2014 at the UK National Charity Awards.

Today AMAR is providing [health care](#), [education](#), and [emergency aid](#) to over 500,000 people in the most disadvantaged areas of Iraq and Lebanon. Our Emergency Refugee Response to assist those displaced by ISIS has gathered international media attention, and AMAR was recommended as a top charity through which to help Iraqi and Syrian refugees by the [CNN Freedom Project](#).



## KEY RESPONSIBILITIES

The Programs Associate will primarily support the Programs Officer in the day-to-day management of AMAR U.S. projects and development of new program proposals, but will support all aspects of AMAR U.S.' work as we continue to establish organizationally in the U.S. and develop our presence in the Washington D.C. non-governmental community.

Responsibilities will be varied and will include:

### Project Management

- Assist in the management of major multi-year projects with governmental and institutional donors.
- Hold lead responsibility on a portion of AMAR projects with corporate and individual donors.
- Maintain close working relationships with staff to ensure optimal day-to-day program results.
- Ensure regular and timely internal and external program updates and reporting.
- Conduct project budgeting, financial management and financial reporting.
- Maintain correspondence with project funders, partners and other stakeholders.
- Represent AMAR to U.S. government agencies, international institutions, NGOs and think-tanks.
- Prepare presentations of AMAR projects and 'the AMAR model' in a variety of formats – PowerPoint, briefing reports, web pages, etc.

### Development

- Support the Programs Officer and Development and Communications Officer across all fundraising and development efforts.
- Create concept notes and proposals in response to identified project needs.
- Identify and apply for grants and new sources of funding from governmental, institutional, corporate and private donors, including in response to specific U.S. government and institutional requests for proposals.
- Strengthen relationships and increase giving from existing major donors.

### Administration

- Arrange travel, meetings and appointments; Attend meetings and draft official minutes.
- Assist in the management of AMAR's internship program, including daily supervision of tasking, regular feedback and periodic performance reviews.
- Maintain AMAR licences and registrations, including charitable solicitation registrations across multiple U.S. states.
- General administrative, office management and other ad hoc tasks.

## QUALIFICATIONS

### Commitment

- Strong commitment to the mission of AMAR U.S.
- Strong commitment to building a healthy, sustainable organization by supporting all members of our close knit team.
- Strong commitment to core human rights values, tolerance and diversity.

### Skills and Experience

- Bachelors' or Masters' degree in a relevant field of study.
- 1-3 years' experience in related project management, international development or non-profit work.
- An aptitude for producing high-quality work to deadlines and to balancing multiple commitments in an organized and efficient way.
- High level of numeracy.
- Previous work experience would ideally include:
  - Project Management and reporting
  - Budgeting and financial reporting
  - Grant Writing targeted at Governmental and intergovernmental donors
  - Grant Writing targeted at Foundation, corporate and individual donors
  - Excellent interpersonal and communication skills, including public speaking
  - Strong writing and editing skills
  - Development of foundation, corporate and individual donors
  - Excellent interpersonal and communication skills, including public speaking
  - Proficiency with IT generally and the Microsoft Office package, in particular Excel

### Familiarity

Familiarity of the following are not necessary, but a plus:

- History, politics, culture, and current events in the Middle East, specifically, Iraq, Lebanon and Syria;
- Arabic language skills;
- Experience living in the Middle East.