Job Description: Managing Director, Lebanon

**Position:** Managing Director, Lebanon

**Location:** Beirut, Lebanon

**About Education For Employment (EFE)**

Education For Employment (EFE) is the leading youth employment organization in the Middle East and North Africa (MENA). Our vision is to empower young women and men with skills and opportunities they need to build careers that create a better future.

Operating in the region with the world's highest youth unemployment rates, we pioneered market-driven skills training for youth that links them directly to job opportunities and the world of work. EFE’s distinctive model has been recognized as one of the world’s most effective social innovations at the World Economic Forum, the UN, and the World Bank. Arabian Business, The Economist, Harvard Business Review, and many more have praised EFE’s work. Read more about EFE at [www.efe.org](http://www.efe.org).

**EFE’s Structure**

EFE is a network of locally-run, affiliated non-profit organizations working in the Middle East and North Africa. Since inception in 2006, EFE established affiliated non-profit organizations in seven countries in the MENA region (Egypt, Jordan, Morocco, Palestine, Saudi Arabia, Tunisia, and Yemen), with global support hubs in the United States, Spain, and the UAE, and a presence in Algeria. Each EFE Affiliate is managed by local staff and governed by a local board of directors made up of accomplished professionals and leaders from various sectors.

EFE’s Global team provides programmatic, fundraising, strategic, and capacity building support to its Affiliates. The relationship between the EFE-Global and EFE’s Affiliates in the MENA region is not a “headquarters / field office” relationship, rather, a partnership relationship between independent non-profit organizations affiliated with each other through EFE’s global network.

**Lebanon Managing Director Responsibilities**

EFE is seeking a highly skilled, driven, and motivated individual to assume the position of Managing Director to oversee the implementation of EFE’s workforce development and entrepreneurship-focused programs in Lebanon. The Managing Director will play a pivotal role in shaping the organization's strategic direction in Lebanon, overseeing day-to-day operations, and driving its mission of empowering individuals through skill development and entrepreneurial opportunities. This is an exciting opportunity to make a significant impact on the lives of unemployed youth and their communities in Lebanon by fostering economic growth and the creation of employment opportunities.
Responsibilities:

1. Strategic Leadership:
   - Develop and implement the EFE's strategic vision in Lebanon in alignment with its mission to empower youth with demand-driven skills that lead to employment, dignity and hope for themselves, their families and their communities.
   - Establish partnerships and collaborations with key stakeholders, including government agencies, NGOs, educational institutions, and private sector organizations.
   - Develop strategies that will ensure that EFE will be seen as an institution open to supporting all Lebanese youth regardless of background.

2. Program Development and Implementation:
   - During initial start-up phase, identify and recruit local training and facilitator staff who will take part in training of trainer (TOT) events and subsequently conduct EFE’s training programs.
   - Oversee and organize the initial TOTs for EFE’s entrepreneurship and virtual jobs programs.
   - Organize the initial innovative workforce development programs that address the needs and aspirations of the target population, with a focus on early-stage entrepreneurship and online freelancing.
   - Develop relationships with partner implementing organizations.
   - Identify sourcing channels to inform youth in Lebanon about EFES programming.
   - Oversee the successful implementation and execution of programs, ensuring progress against project work plans, as well as adherence to quality standards and measurable outcomes.
   - Continuously assess and evaluate program effectiveness and impact, making necessary adjustments to achieve desired results.

3. Operational Management:
   - Manage day-to-day operations of the organization, including financial oversight, budgeting, and reporting.
   - Lead a team of trainers and liaise with EFE-Global team to achieve key project deliverables.
   - Foster a positive and inclusive work culture that values teamwork, collaboration, and professional development.

4. Fundraising and Resource Mobilization:
   - Develop and implement a comprehensive fundraising strategy to secure financial resources from diverse sources, including grants, corporate partnerships, and individual donors.
   - Cultivate relationships with potential funders, presenting compelling cases for support and maintaining donor stewardship.
   - Identify and pursue strategic funding opportunities to sustain and expand the organization's programs and initiatives.
5. Advocacy and Outreach:
   • Build strong relationships with relevant government authorities, civil society organizations, and other stakeholders to advance the organization’s mission and influence policy decisions.
   • Raise public awareness about the organization’s work and impact through effective communication strategies, including media engagement and public speaking engagements.

Qualification, Skill & Knowledge Requirements:
   • A minimum of 6-8 years of progressive leadership experience in a similar role, preferably within the nonprofit sector, workforce development, or entrepreneurship.
   • Strong knowledge and understanding of workforce development, entrepreneurship, and economic development issues in Lebanon.
   • Proven track record in program design, implementation, and evaluation.
   • Experience in strategic planning, organizational development, and change management.
   • Demonstrated success in fundraising and resource mobilization, including grant writing and donor relationship management.
   • Excellent communication and interpersonal skills, with fluency in English, Arabic, and French (both written and spoken).
   • Strong networking and relationship-building abilities, with the capacity to engage and collaborate with diverse stakeholders.
   • Flexibility, adaptability, and resilience in navigating a dynamic work and operating environment.
   • A passion for social impact, entrepreneurship, and empowering individuals through skill development.

Note: The job description provided is a general outline of responsibilities and qualifications. It may be revised and modified to reflect the evolving needs of the organization.

IMMEDIATE OPENING. To apply, please send a cover letter, résumé, salary history to: employment@efe.org. Please put “Managing Director – Lebanon” in the subject line of your email.
**No phone calls, please.**

Education For Employment (EFE) is an equal employment opportunity employer. It is the Foundation’s policy to seek out and hire, at all levels, individuals without regard to race, religion, age, color, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our employment practices.