



Job Title: Fundraising and MEAL Officer

DETAILS OF POSITION

Organisation: Migrant Workers' Action

Project: n/A

Job Title: Fundraising and MEAL Officer

Location: Remote

Hours of work: 40 standard hours, and when required

Salary: \$2,200 / mo

Reports to: Executive Director

Responsible for: MEAL of MWA's programmes and Fundraising/Grant Writing

Key Responsibility: Leading MWA's MEAL for all its programmes, drafting MEAL plans and supporting MWA's management in Report writing to donors; developing and implementing MWA's fundraising strategies to ensure financial sustainability.

Part 1: Job Description

OBJECTIVE OF THE POSITION

Under the supervision of the Executive Director, the Fundraising and MEAL Officer will be responsible for tracking the progress and assessing the impact of MWA's projects, through collection and analysis of data as well as providing support in grant writing.

SPECIFIC TO POST

Migrant Workers Action (MWA) is seeking a dedicated Fundraising and MEAL Officer to develop and implement monitoring, evaluation, accountability, and learning systems across its programs as well as develop and implement fundraising strategies to ensure MWA's financial sustainability. The Fundraising and MEAL Officer will ensure that projects are effectively tracked, measured, and reported. The role involves working closely with program teams to ensure data-driven decision-making, fostering organizational learning, and promoting accountability. The ideal candidate will have extensive experience in MEAL and Fundraising roles, strong analytical skills, and a commitment to supporting the rights and welfare of migrant workers in Lebanon.



Fundraising and Grant Management

- Identify and pursue funding opportunities from institutional donors, including the US State Department, foundations, and international organizations.
- Lead the preparation of grant proposals, ensuring alignment with MWA's mission and donor priorities.
- Develop project budgets, timelines, and MEAL frameworks for grant applications.
- Manage donor relationships, ensuring regular updates and timely submission of narrative and financial reports.
- Collaborate with finance and program teams to track grant expenditures and ensure compliance with donor regulations.

Monitoring and Evaluation

- Develop and implement MEAL systems and frameworks for all MWA projects.
- Track project outputs, outcomes, and impact indicators to ensure progress toward project objectives.
- Conduct regular field visits to monitor program implementation and provide feedback.
- Support project teams in data collection, management, and analysis.

Reporting and Documentation

- Produce high-quality reports on project performance, including monthly, quarterly, and annual reports.
- Contribute to donor reports, ensuring accurate, timely, and data-driven information is submitted.
- Ensure all project documentation and learning are well-documented and accessible.

Learning and Accountability

- Facilitate learning sessions with program teams and stakeholders to reflect on project achievements and areas for improvement.
- Develop mechanisms for beneficiary feedback to enhance project responsiveness and accountability.
- Support organisational learning by sharing key insights and recommendations from MEAL activities.



Donor and Grant Compliance

- Ensure MEAL systems align with donor requirements, particularly US State Department-funded grants.
- Track grant performance, ensuring adherence to MEAL protocols specified in grant agreements.
- Collaborate with finance and program teams to ensure timely submission of donor reports and audits.

Programme Communication and Visibility

- Supporting in the production and appropriate dissemination of Project related communication and awareness materials.
- Identifying and developing project-related lessons learned and success stories in close collaboration and coordination with concerned Project staff.

Administrative Duties

- General administrative duties.
- Support the management team with meeting notes and action points
- Monitor and share MWA's deadlines.
- Monthly timesheets

Part 2: Person Specification

PERSON SPECIFICATION

Education

- A degree in Social Sciences, International Development, Monitoring & Evaluation, or a related field.

Experience

- Minimum of 5 years of experience in a MEAL and Fundraising role, preferably in the context of migrant rights, labour, or humanitarian work.
- Demonstrated experience working with US State Department-funded grants, including proposal development, reporting, and compliance.



- Experience in identifying and securing funding from institutional donors and foundations.
- Strong knowledge of MEAL methodologies and tools, including both qualitative and quantitative methods.
- Experience in designing and delivering capacity-building initiatives in MEAL for teams.

Skills

- Excellent data analysis and report-writing skills.
- Strong communication and facilitation skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in Microsoft Office and MEAL-related software (e.g., SPSS, Power BI).
- Strong knowledge in data collection and survey tools (e.g. KoboToolbox; Open Data Kit (ODK); SurveyMonkey; Google Forms, etc.).
- Strong knowledge in data visualisation tools.
- Well organised and attentive to details.
- Good ability to manage stress and work pressure.
- Fluency in English is required. Knowledge of French, Arabic and/or languages spoken by migrant communities is a plus.

HOW TO APPLY

- Email your CV and Cover Letter to HR@mwaction.org

Migrant Workers' Action values diversity. People of all genders, ethnicities, sexualities, ages, and abilities are encouraged to apply.

NOTE

This position is subject to funding and an enhanced check in order to work with vulnerable at risk Migrant Domestic Workers's.