



JOB VACANCY | March 2018

FUNDRAISING & SPECIAL EVENTS MANAGER

The Development and Outreach Department of BEIRUT ART FAIR is seeking highly qualified applicants for the position of Fundraiser to take the lead on fundraising and outreach events and initiatives in the Beirut office. This position will report to the Founder of BEIRUT ART FAIR and the Strategic Partner.

About BEIRUT ART FAIR

Since its creation in 2010, BEIRUT ART FAIR has served to both spotlight and reinforce a dynamic art market that today finds itself in full expansion, both in Lebanon and in the broader ME.NA. region. Concretely, this dynamism is supported by a series of initiatives, both institutional and private, that contribute directly to an increased valuation of local and regional artists, both modern and contemporary.

In 8 years, BEIRUT ART FAIR has become an international artistic event that attracts an ever greater number of visitors to Lebanon: professionals and art lovers from the region and from around the world.

Responsibilities

- Work as part of the Beirut office team to build financial support for the organization by researching, identifying, cultivating, and soliciting gifts and general support funds from supporters and donor prospects.
- Provide support for the Beirut Committee, including: assisting in planning and conducting meetings; soliciting members and developing their networks to support the organization's ongoing work.
- Manage the production of fundraising, outreach and cultivation events in Lebanon, including BEIRUT ART FAIR's annual dinner, researcher briefings and cultivation events;
- Assist BEIRUT ART FAIR to identify, cultivate and solicit individual donors, prospects and Committee members.
- Coordinate select initiatives and help to manage the Beirut Committee's sub-committees with these initiatives.
- Represent the work of BEIRUT ART FAIR to existing and prospective supporters.

- Create and track donor lists, fundraising reports, and office and event expenses. Regularly monitor the budget and ensure that resources are allocated appropriately.
- Create agendas, prepare background materials, and conduct follow-up to meetings.
- Manage communications with constituents via phone, mail and electronic media.
- Deliver outputs in a timely manner and be consistent with the agreed strategy and priorities of BEIRUT ART FAIR.
- Provide other appropriate administrative duties related to BEIRUT ART FAIR's development and outreach efforts.

Requirements:

- Education: A bachelor's degree in international relations, social sciences, corporate communications, or related studies is required. An advanced degree in Arts or philanthropy is desirable.
- Experience: A minimum of five years of fundraising experience and demonstrated success in overseeing large fundraising events are required.
- Languages: Excellent written and oral communication in English is required.
- Technology: Established knowledge of Microsoft Office Suite (Word, Excel.), Adobe Creative Suite (Photoshop, InDesign, Illustrator) ; Experience with donor databases is highly desirable.
- Digital and social media: Demonstrable knowledge and experience in social media

Related Skills and Knowledge:

- Ability to effectively manage and engage a variety of volunteers, committee members, and board members is required.
- Creativity, initiative, follow-through and excellent organizational skills are required.
- Strong interpersonal skills in order to work collaboratively within BEIRUT ART FAIR as well as with external partners are required.
- Ability to multi-task effectively, including having good planning and organizing skills and ability to work under pressure are required.
- Demonstrated commitment to Cultural issues and the capacity to master and represent the mission and programs of BEIRUT ART FAIR are highly desirable.
- Preparation of a weekly detailed report for internal use.

Salary and Benefits:

BEIRUT ART FAIR seeks exceptional applicants and offers competitive compensation; citizens of all nationalities are encouraged to apply.

Please submit your application in English by email to: mm.gannat@beirut-art-fair.com