



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

**Job Title:** Senior Program Manager  
**Reporting to:** Executive Director  
**Starting Date:** Immediately

### **Job Purpose Summary:**

The Senior Program Manager oversees and provides management of special and newly launched programs. The Senior Program Manager will have both internal and external responsibilities, ranging from stakeholders and project management to administration (information, reporting, facilities).

### **Principal Accountabilities:**

- Oversee special programs at the levels of implementation, organization of parallel activities (workshops and convenings), follow-up and reporting;
- Assist the ED with strategic planning and coordination of the organization's future programs, special projects, as well as revision and evaluation of existing programs;
- Build and maintain strong relationships with all stakeholders;
- Work with the ED to create broader initiatives and strategic responses to an ever-increasing demand for the organization's services and follow up on the implementation of these ideas into practice;
- Fulfill other tasks assigned by the ED;

### **Knowledge Skills and Experience:**

- 4+ years experience in a management-related position in a non-profit organization, or foundation, or corporation, and preferably in the field of arts and culture
- Highly adaptive and can work independently as well as within a team
- Track record delivering excellent results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and team spirit
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about the Organization's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Ability to remain focused in the face of pressure and to deliver against timelines
- Knowledge of Arabic (mother-tongue), English and French
- Excellent English writing skills
- Ability to travel to follow up on projects

**Working Hours:**

- Monday- Friday 9:00-17:00
- Extended working hours are to be expected at certain peak periods during the year (jurors meetings, events, board meetings, and workshops).
- It is expected from employees in senior positions to maintain minimal follow up on emails and pending/urgent matters during weekends and vacations.

**Vacations and Holidays:**

- AFAC has its internal law regarding holidays (national, religious and others) which amount to roughly 14 days per year.
- Employees are entitled to a 15-day holiday annually. Annual holidays increase with years of employment as per the Lebanese Labor Law.
- AFAC offices close for one week during Christmas and New Year.

AFAC is open to profiles of all nationalities from the Arab region, as long as they meet the above-mentioned skill sets.