

External Relations Manager

External Relations Manager will be reporting to the Executive Director.

Job Requirements:

- A Bachelor's degree in mass communication, marketing, or business administration.
- Good managerial skills
- Good communication skills
- Good Presentation skills
- Organized
- Good writing skills in Arabic and English
- Ability to learn and teach others
- Creative
- Very Well organized and detailed oriented
- Excellent command of English and Arabic Language (Both Speaking and Writing)
- Perfect command of computer skills & MS Office with familiarity with spread sheets and Excel
- Time management and ability to set priorities based on work load
- Good communication skills
- Ability to work with a team
- Can deal with Youth on a day to day basis
- Minimum of ten years experience

Job Responsibilities:

- Set annual plan and budget for department and ensure budget and content are aligned with Wataneya's overall strategy
- Oversee the implementation of the marketing communication plan, systems and procedures and ensure proper process handling, documentation and filing
- Develop the communication strategy for Wataneya to raise awareness about Wataneya and the orphans cause
- Responsible for Wataneya's image and branding
- Initiate and sustain good relationship with donors, orphanages and volunteers across all sectors including private and related governmental and nongovernmental organizations
- Represent Wataneya in media, conferences and events
- Ensure that all events are prepared on time and according to Wataneya's standards and objectives
- Responsible for planning and implementing fundraising activities
- Responsible for media coverage, monitoring and analyzing media impact
- Identify and attend events relevant to Wataneya's scope of work, that may be attended by other team members, for sharing experience and raising awareness
- Promote professional volunteering through recruitment and publicity strategies and campaigns
- Plan and execute social integration activities between orphans and the Community (ex: school program, events, etc...)



- Manage and update Wataneya online channels (website, social media)
- Develop relationship with media to ensure media coverage of
- Wataneya's events and news

Core Deliverables: Reports, plans Budgets:

- Annual Department Plan
- Annual Budget plan
- Annual department evaluation
- Research Findings report
- Yearly Event Calendar
- Potential Opportunities Report
- Fundraising tracking report
- Volunteers tracking report
- Media monitoring report
- Event feedback report

Working conditions:

50% outside office

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Please send your CV to wataneya@wataneya.org

Deadline for applying: Until filled