

Alfanar Social Enterprise Business Development & Partnerships Lead Job Description

Salary:	Competitive, based on experience
Reporting to:	Country Director
Starting Date:	August 2025
Duration of Contract:	12 months, renewable
Years of experience:	7 years, and above, of relevant experience in events, partnerships and entrepreneurial ecosystem
Deadline to Apply:	18 July 2025

Do you believe in the power of social enterprise to create meaningful and scalable social change in disadvantaged communities in Lebanon and across the Arab region? Are you looking to influence a movement that is backing social change and transforming lives across the Arab world? Then you should take a look at Alfanar.

ABOUT ALFANAR

Launched in 2004, Alfanar is the Arab region's first venture philanthropy organisation. Alfanar is a UK-based charity with operations in Egypt, Lebanon, Jordan and Palestine that aims to transform the lives of disadvantaged children, youth and women across the Arab world by funding and strengthening ambitious social enterprises responding to pressing needs, especially in education, youth employment and women's economic empowerment.

Alfanar provides tailored grants along with management support, training and access to markets to growth stage social enterprises, enabling them to achieve greater financial sustainability and to scale their impact. Alfanar's highly engaged venture philanthropy approach applies the principles of private sector investment to charitable giving. It strives to deliver social returns that are sustainable, scalable, and game changing.

Alfanar provides capable and qualified candidates a rare opportunity to help strengthen and scale innovative social enterprises (SEs) across the Arab world.

JOB PURPOSE

The role is responsible for organizing and overseeing regional and international market expansion trips, events, workshops, and similar initiatives on behalf of Alfanar and its

supported social enterprises. It ensures the active participation of Alfanar and selects social enterprises in local, national, regional, and international gatherings and conferences. The position involves close coordination with Alfanar's portfolio, impact, and communications departments, and supports the development and management of institutional, corporate, and strategic partnerships in collaboration with the Country Directors and Director of Partnerships. The role requires regular communication within Alfanar and with external stakeholders and may include delegated communications and marketing tasks. It is also responsible for the day-to-day delivery of operational and programmatic activities, managing time effectively to achieve both programmatic and country-specific objectives.

CORE COMPETENCIES

Events & Networking:

- Identify and introduce social enterprises to relevant partners, peers and clients in order to grow their businesses/networks.
- Identify and introduce Alfanar to relevant partners, peers and donors in order to grow its funding and networks.
- Plan, organize and coordinate logistics for meetings, reviews, and events related to funding and communication activities.

Stakeholder Coordination:

- Support engagement with social enterprises, investors, partners, and other stakeholders.
- Coordinate logistics for meetings, reviews, and events related to investment and communication activities.

Market Research and Analysis:

- Conduct market research to identify emerging opportunities and trends in venture philanthropy.
- Supporting with thought leadership development for social enterprises and Alfanar.

Market Expansion and Learning Trips:

- Design, organize and coordinate regional and/or international trips for SEs to explore market expansions and/or study missions to build knowledge to scale.

DUTIES AND RESPONSIBILITIES

The SE Business Development & Partnerships Lead duties and responsibilities include the following:

Networking, Events & Communications Specific Competencies:

- Conduct analysis to identify local and regional clients and partners for social enterprises in the second and third year of their SUSTAIN investment.
- Maintain organized CRM databases for events and stakeholders.

Stakeholder Coordination:

- Manage and oversee events calendar, taking into account Alfanar events, and events specified within donor agreed projects and programmes
- Oversee and report on communications and events budgets within donor agreed projects and programmes, in coordination with programme managers.

Market Expansion and Learning Trips (specific to SEs):

- Manage the process to identify and coordinate market expansion and/or learning trips for SEs, either regionally or internationally, to scale their operations and build their networks.
- Partner closely with Portfolio Managers and SEs, across Jordan and Lebanon, to scope out key markets and geographies to build connections with potential clients, partners and investors.

Reporting and Documentation:

- Draft impact case studies, infographics, and summaries to communicate findings to stakeholders that are linked to events and activities organized.
- Support Alfanar reporting by preparing concise and data-driven communications pieces linked to events, conferences, and workshops organized.

Collaboration and Capacity Support:

- Work closely with investment and communications staff to understand and implement strategic goals.
- Provide assistance to investment teams on networking and communications

Learning and Adaptation:

- Identify key lessons from events and conferences
- Participate in learning workshops to refine impact practices.

QUALIFICATIONS

- 7+ years of experience in business development, events management, and/or stakeholder engagement, preferably in social enterprise, impact investing
- Knowledge of the entrepreneurial ecosystems in Jordan, Lebanon, or the MENA region is a plus.
- Fluency in English and Arabic (written and spoken).
- Relationship Management skills with the ability to work quickly and flexibly in changing circumstances.
- Demonstrated ability to manage an events calendar, ensuring alignment with organizational priorities and donor commitments.
- Experience overseeing event budgets, logistics, and reporting within grant-funded projects.
- Skilled in designing and organising regional and/or international market expansion trips for businesses to scale operations.
- Experience in managing and maintaining CRM systems for stakeholders and event management.
- Self-motivated, autonomous and pro-active personality, able to work in a small team and in a fast-paced environment.
- Demonstrated ability to establish and maintain effective relationships.
- Strong interpersonal, communication and presentation skills.
- Excellent organizational skills with demonstrated ability to execute projects on time.

Please send your resume along with a cover letter explaining your suitability and motivation for the role to info@alfanar.org.uk by 18 July 2025. Please include in the subject line of the email “Alfanar Social Enterprise Business Development & Partnerships Lead Job Description”.

We will only review applications that include a cover letter, and we will only contact those who have been shortlisted.