



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Projects and Fundraising Coordinator

Department/Division: Middle East Centre

Accountable to: Deputy Director

Job Summary: The Projects and Fundraising Coordinator will be responsible for providing efficient, comprehensive and proactive management of research projects run by the Centre, including the Academic Collaboration with Arab Universities Programme. The Coordinator will also play a central role in fundraising strategy and execution.

Duties and Responsibilities

Project Management

- Proactively work to identify and encourage prospective collaboration programme applicants at LSE and at Arab universities.
- Manage application and award process, including supporting and advising applicants and the selection committee.
- Take full responsibility for the management of projects, working with researchers and consultants at LSE and abroad.
- Monitor and manage the timeline and reporting of projects, including approving progress reports and payments.
- Lead on organisation of all activities within projects. These may include: fieldwork; workshops; seminars; conferences; publications; visiting academics and student exchanges.
- Prepare and submit financial and narrative reports to funders.
- Maintain excellent relations with funders and provide regular updates on projects' progress and achievements.
- Set, manage and report on budgets for projects, including: drawing up detailed budgets; managing and processing income and expenditure; reconciling figures with the LSE financial system.
- Liaise with Research Division and Finance Division in financial management of MEC activities.

Fundraising

- Develop detailed awareness of funding landscape and opportunities.
- Establish strong networks with research funding bodies and individual donors.
- Identify potential applicants and connect to opportunities through the Centre.
- Proactively seek new sources of funding and initiate applications.



- Contribute to preparation and writing of funding applications, including budgets.
- Coordinate submission of applications in liaison with PIs and colleagues in the MEC, Research Division and Advancement.

HR

- Recruit and provide full line management to project assistants.
- Run recruitment of research assistants and provide line management jointly with PIs.
- Arrange and manage contracts for research staff, partner institutions and consultants.

Communications

- Manage the webpages for Centre projects, providing high quality written material, regular updates and improvements.
- Work closely with the Communications Manager in communications strategy and the dissemination of information about projects.
- Engage with other LSE research centres and academic departments, in particular to create a broader awareness of the collaboration programme and a network of potential applicants.
- Represent the Centre at events and meetings with LSE colleagues, external partners, funders and other relevant parties at multiple levels.
- Liaise with LSE service and central administration departments, especially Research Division, Finance Division, HR Division and External Relations.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.