

Life for Relief and Development Office Manager, UAE

Join Our Team as an Office Manager!

Life for Relief and Development is a trusted top-rated global humanitarian organization committed to helping people in crisis from natural disasters to man-made emergencies. Since 1992, LIFE has delivered over \$623 million in aid in over 60 countries. LIFE holds a Platinum GuideStar Seal and a 4-star Charity Navigator rating. LIFE also won the 2025 Dubai Humanitarian Partnership Award for its work in Gaza and was rated one of the top ten charitable organizations in the U.S.

We are seeking a highly organized and motivated Office Manager to be the operational backbone of our UAE office. This is a vital position that ensures our day-to-day operations run seamlessly. You will be a key player on our team, with the main responsibility to seek grants and funding from donors and sponsors in the UAE and surrounding countries.

Key Responsibilities

- **Office Administration:** Oversee and manage daily office operations, including financial management and human resources which include handling sensitive information.
- **Communications and Stakeholder Relations:** Act as the first point of contact for inquiries, manage correspondence, and maintain positive relationships with potential funding organizations, vendors and partners.
- **Fundraising:** Developing and implementing fundraising strategies to seek grants and funding for LIFE's international humanitarian relief projects throughout the world from donors and sponsors in the UAE and surrounding countries with opportunities for travel in the region to follow-up with potential funders.
- **Logistics and Event Coordination:** Direct and coordinate logistics for meetings, workshops, and other events.

- **Policy and Compliance:** Help develop, implement, and maintain office procedures to ensure operational excellence and compliance with all relevant regulations.

Qualifications and Experience

Required:

- A bachelor's degree in a relevant field (or equivalent professional experience).
- Proven experience in humanitarian relief work in the NGO sector.
- Exceptional organizational, multitasking, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Word, Excel) and experience with bookkeeping software like QuickBooks.
- Excellent written and verbal communication skills in English.
- Demonstrated ability to handle confidential information with discretion.

Preferred:

- Fluency in English is a must, and another language is a plus.
- Experience working in a multicultural environment.
- Knowledge of local UAE regulations for NGOs.

How to Apply

To apply, please submit your CV and a cover letter explaining why you are passionate about working for LIFE and how your skills align with this role. Applications should be sent to life@lifeusa.org by November 30, 2025. Only shortlisted candidates will be contacted."

Life for Relief and Development is an equal-opportunity employer.