

# Jennifer Namoura

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## PROFESSIONAL SUMMARY

Strategic Project Manager and social impact professional with 7+ years of experience leading donor-funded programs, proposal writing, and fundraising initiatives across Lebanon and the MENA region. Proven track record in managing full project cycles, developing successful grant proposals, managing donor relations, and ensuring compliance with UN agencies and international donors.

Successfully managed multi-donor programs exceeding \$1M, supervised multidisciplinary teams, and delivered high-impact projects benefiting over 7,000 youth. Passionate about sustainable development, partnership building, and delivering high-quality, donor-compliant programs.

## PROJECT MANAGER AND FUNDRAISING HIGHLIGHTS

- Directed and managed multi-donor portfolios exceeding \$1M annually
- Provided leadership and supervision to 15+ staff, 20+ mentors, and 150+ volunteers annually
- Designed and implemented governance frameworks, operational policies, and SOPs to strengthen institutional performance
- Built and managed strategic partnerships with UN agencies, corporate donors, and international organizations
- Led organizational structuring, operational scale-up, and institutional development initiatives
- Represented organizations in national, regional, and international forums, strengthening visibility and partnerships
- Delivered large-scale programs impacting over 7,000 youth across Lebanon and the MENA region
- Developed and contributed to multiple successful donor proposals, concept notes, and grant applications with UN agencies and international donors

## PROFESSIONAL EXPERIENCES

2025 – 2026	Operation Manager	Repple impact USA	Online
	<ul style="list-style-type: none"><li>• Led resource management and strategic workforce planning, defining team structure, roles, and capacity needs.</li><li>• Developed a human resource strategy, including role identification, workload distribution, and performance expectations.</li><li>• Planned and structured compensation models, determining fair pay scales based on roles, responsibilities, and financial sustainability.</li><li>• Translated organizational strategy into operational resource plans, aligning people, costs, and timelines.</li><li>• Designed and built the management system framework, including governance structure and internal coordination processes.</li><li>• Developed Standard Operating Procedures (SOPs) and guidelines, defining how operations are executed, monitored, and improved.</li><li>• Established clear roles, responsibilities, and decision-making authority for each team member.</li><li>• Created systems to manage client allocation and engagement, defining when team members can or cannot take clients.</li><li>• Built processes for matching team members to clients, ensuring efficiency, availability, and quality of service.</li><li>• Set rules and workflows for client acquisition, assignment, and follow-up, reducing operational gaps and overlaps.</li></ul>		
2025 – Present	Regional Programs Lead	INJAZ Lebanon	Hybrid
	<ul style="list-style-type: none"><li>• Lead coordination for multi-donor regional projects funded by organizations such as MetLife, TikTok, KFC, and Starbucks, managing budgets ranging from \$50K to \$500K+.</li><li>• Built and maintained strong, long-term relationships with donors, including regular reporting, progress tracking, and alignment meetings, ensuring transparent and ongoing support.</li><li>• Supervised cross-functional teams of 10+, delivering high-quality programs in line with donor expectations while navigating tight deadlines and complex operating environments.</li><li>• Developed and implemented comprehensive monitoring and evaluation frameworks to track impact, leading to the efficient reallocation of 12% of the budget toward strategic areas.</li><li>• Successfully managed youth-focused programs, improving the retention and engagement of participants, achieving a 98% satisfaction rate and 100% project target completion.</li><li>• Streamlined procurement processes, cutting delivery times by 15% for both in-person and online activities, ensuring efficiency and cost-effectiveness.</li></ul>		

- Spearheaded project design and implementation for capacity-building programs, community training, and mentorship initiatives, ensuring high levels of impact.

<b>Sep 2024 – Present</b>	<b>Line Manager- Youth Agri-business project (Funded by UNICEF and GENU)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Led the design and implementation of a youth business incubation project funded by UNICEF, overseeing the successful mentorship and training of youth-led businesses.
- Surpassed the initial target by 16%, supporting 7 youth-led businesses to create sustainable and scalable operations.
- Provided conflict-sensitive and gender-responsive approaches to all stages of the project, ensuring inclusivity and relevance.
- Managed a cross-functional team of 5 professionals, conducting recruitment, team-building, and ensuring smooth project execution.
- Delivered regular reports to senior management and donors, highlighting project milestones, financials, and impact.

<b>Oct 2022 – Present</b>	<b>Program Manager- Company Program</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Managed the end-to-end delivery of the Company Program, overseeing entrepreneurship training sessions and ensuring a 100% retention rate across participants.
- Designed and implemented the 2024 Company Program, incorporating feedback to enhance participant success, leading to a 50% increase in student outreach (150 students).
- Led the national Young Entrepreneurs Competition, securing "Best Product of the Year" at the regional competition in Doha, Qatar.
- Directed and facilitated Train the Trainer (TOT) sessions, ensuring mentors provided consistent, high-quality support to students.
- Oversaw program content, mentor-student interactions, and event logistics, ensuring a seamless experience that exceeded program targets.

<b>Jun 2024 – Dec 2024</b>	<b>Budget &amp; Admin Management - SPROUT project (Funded by FNF)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Managed budgets, procurement, and administration for the SPROUT project, ensuring adherence to both internal policies and donor requirements.
- Spearheaded cost-saving initiatives, reducing overall project spending by 62%, while maintaining program quality and donor compliance.
- Developed detailed financial reports, tracking expenses and program deliverables, ensuring the timely submission of reports to donors.
- Improved administrative processes, streamlining procurement workflows and ensuring timely recruitment and selection of consultants and trainers.

<b>Nov 2023 – Jan 2024</b>	<b>Project Lead- Palestinian Youth Project (Funded by UNDP)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Directed the Palestinian Gathering Project, funded by UNDP, ensuring project delivery within deadlines and exceeding expectations for operational efficiency.
- Managed a team to oversee project execution, including budgeting, reporting, and risk management.
- Achieved a 30% increase in sales for 30 businesses, supporting 26 businesses in scaling operations and attracting customers.
- Fostered strong relationships with stakeholders, resulting in ongoing partnerships and future project funding.

<b>Jun 2023 – Nov 2023</b>	<b>Project Coordinator- Envision (Funded by Goethe-Institut Libanon)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Wrote the concept note and discussed key activities and budget with the donor..
- Led the design and execution of the EnVision program under the FANTASMEEM framework, ensuring high participant engagement through tailored workshops, panels, and networking events.
- Successfully recruited top trainers and experts, elevating the program's credibility and impact.
- Managed program logistics, ensuring adherence to timelines, budgets, and quality standards. Delivered the program on schedule, exceeding engagement targets and receiving positive feedback.

<b>Jan 2023 – Sep 2023</b>	<b>Project coordinator - YLP INC II (Funded by Regional Bureau for Arab States)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Coordinated with donors and developed strategic plans aligned with program objectives. Engaged donors effectively through well-managed meetings.
- Designed needs assessment questions and recruited enumerators for sessions. Analyzed data to create a tailored program, resulting in an effective incubation process.

- Organized a startup showcase and pitch competition, providing startups with exposure, networking, and investment leads. Enhanced visibility and growth prospects for participants.
- Handled procurement for all teams and the program.
- Oversaw program implementation, ensuring adherence to timelines, budgets, and quality standards. Delivered on time and within budget.
- Provided detailed progress reports to the donor, documenting achievements. Secured continued support through transparent communication.
- Implemented the program cost-effectively, meeting all donor terms. Achieved operational efficiency and compliance, maximizing impact.
- Achieved a 100% participant retention rate with no dropouts, demonstrating the program's value in supporting startups.

<b>Aug 2022 – Jan 2023</b>	<b>Project Officer - Gil Program (Funded by UNICEF)</b>	<b>INJAZ Lebanon</b>	<b>Hybrid</b>
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- Executed the TAQA Wellbeing Championship program, coordinating with team members for seamless implementation.
- Recruited trainers and managed training schedules for participating startups.
- Assisted in the procurement process to facilitate fund disbursement for startups.
- Over 50% of startups launched successfully post-program, demonstrating significant impact.

<b>Jun 2021 – Apr 2023</b>	<b>YLP- Advisory board member</b>	<b>UNDP</b>	<b>Beirut</b>
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<b>Feb 2022 – Aug 2023</b>	<b>Medical Sales Specialist and Region Manager</b>	<b>Cryogene</b>	<b>Beirut</b>
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<b>Jan – Aug 2022</b>	<b>Community Manager</b>	<b>Dark Mattr</b>	<b>Remotely</b>
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<b>Jan 2020 – May 2022</b>	<b>Programs Lead</b>	<b>Michel Daher Foundation</b>	<b>Bekaa-Zahle</b>
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<b>Jun – Oct 2021</b>	<b>Entrepreneur coach</b>	<b>Make sense</b>	<b>Remotely</b>
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<b>Nov 2020 – Jun 2023</b>	<b>Peer Mentor</b>	<b>Mercy Corps</b>	<b>Bekaa - Zahle</b>
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<b>Aug 2019 - Sept 2020</b>	<b>Business coach</b>	<b>Watermedyim</b>	<b>Bekaa - Zahle</b>
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<b>Jan 2019 – Dec 2021</b>	<b>Soft Skills trainer</b>	<b>Michel Daher Foundation</b>	<b>Bekaa - Zahle</b>
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## Membership

EU Connector , Global Shaper Community - Beirut Hub member

## ACADEMIC BACKGROUND

2025-Present	<b>Project Management Professional - PMP</b>	Project Management Institute - PMI
2021-2022	<b>Master 2 in and Marketing Techniques</b>	Lebanese University, Faculty of Sciences
2020-2021	<b>Professional Project Management - Google</b>	Google in partnership with Amideast
2019-2021	<b>Masters 1 in Molecular and Cellular Biology</b>	Lebanese University, Faculty of Sciences
2015-2019	<b>Bachelor Degree in Life and Earth Sciences</b>	Lebanese University, Faculty of Sciences
2013-2015	<b>English Access Microscholarship Program</b>	Amideast & USAID

## CERTIFICATIONS & COURSES

Jan 2022	HR training	Jobel Kaddoum
Aug 2021	Advanced Microsoft Office	USAID
Oct – Nov 2020	Specialization in Project Management	University of California
Mar 2020 - Dec 2020	Gil Program (Certified/Won The Grand)	Injaz Lebanon
May 2020 - Nov 2020	Youth Leadership Program 6 <sup>th</sup> Cohort (Certified)	UNDP

## **SKILLS**

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- Proficiency in computer languages: Microsoft Word, PowerPoint, Advanced Excel, Photoshop, HTML
- Design thinking and business management skills, including initiating and planning, scheduling, and budgeting
- Sales, marketing, and negotiation skills
- Management, coordination, and team-building skills for both programs and events
- Business training development and delivery
- Ability to effectively use Learning Management Systems , Teams and Zoom applications for remote collaboration and communication
- Strong public speaking and facilitation skills
- Exceptional writing and oral communication skills for effective project documentation and relationship building with stakeholders

## **LANGUAGES**

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Arabic (Native) | English (Fluent) | French (Beginner)