



**Centre for Environment and Development
for the Arab Region and Europe**

Terms of Reference – Restricted Fund Manager

Position Title:	Restricted Fund Manager
Organization:	Centre for Environment and Development for the Arab Region and Europe (CEDARE)
Reporting to:	The Regional Assistant to the Executive Director for Finance & Human Resources Departments
Duty Station:	Cairo, Egypt
Contract Type:	Consultancy Contract

1. Background

The Centre for Environment and Development for the Arab Region and Europe (CEDARE) is an international inter-governmental organization with diplomatic status established to support sustainable development, environmental governance, and resource mobilization initiatives across the Arab Region and Europe. As part of its sustainability strategy, CEDARE established the CEDARE Restricted Fund to support the financing of the Centre's core activities and programmes.

CEDARE is seeking a Restricted Fund Manager to support the administration, fundraising, donor coordination, financial monitoring, and reporting activities related to the Restricted Fund and its Sub-Funds, in line with CEDARE policies, donors, guidance's agreements and Board of Trustees directives.

2. Objective of the Assignment

The objective of this assignment is to support the effective administration and management of the CEDARE Restricted Fund through fundraising support, financial monitoring, donor coordination, reporting, and compliance with CEDARE regulations and donor agreements.

3. Key Duties and Responsibilities

- Initiate and follow up on fundraising and resource mobilization activities related to the Endowment Fund.
- Support the management and monitoring of Fund deposits and investment performance in coordination with the Executive Director.
- Serve as the focal point for communication with donors, auditors, financial institutions, and other relevant stakeholders regarding Fund-related matters.
- Prepare and maintain accurate financial records, annual budgets, expenditure tracking, and financial status reports for the Fund and Sub-Funds.



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- Ensure timely preparation and submission of financial and narrative reports in accordance with donor agreements and reporting requirements.
- Monitor cumulative and annual financial performance of the Endowment Fund and any established Sub-Funds.
- Coordinate with internal and external auditors to support audit processes and ensure compliance with CEDARE regulations and donor requirements.
- Maintain proper documentation and filing systems related to donor agreements, financial transactions, reports, and correspondence.
- Support the preparation of reports and recommendations to the Board of Trustees and Executive Committee concerning Fund performance and resource mobilization activities.
- Ensure that Fund administration costs remain within the approved limits and applicable policies.

4. Deliverables

The Restricted Fund Manager shall provide:

- Periodic fundraising and donor coordination updates.
- Interim and annual financial reports.
- Updated financial monitoring and budget tracking records.
- Donor reports and supporting documentation.
- Audit-related documentation and coordination support.
- Periodic summaries on Fund performance and financial status.

5. Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Business Administration, Economics, or a related field.
- Minimum of 7 years of relevant professional experience in fund management, financial management, donor relations, or resource mobilization.
- Experience working with international organizations or donor-funded programmes is preferred.
- Strong financial reporting and analytical skills.
- Excellent communication and coordination skills.
- Fluency in English and Arabic, both written and spoken.
- Proficiency in Microsoft Office applications, particularly Excel.

6. How to Apply

- ❖ Interested candidates should submit their CV and any supporting documents via email to: hrcedare@gmail.com



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- ❖ Please indicate the following subject line in the email: “Application for Restricted Fund Manager – CEDARE”
- ❖ Application deadline: Thursday, June 04, 2026 – 5:00 PM (Cairo Local Time)
- ❖ Only shortlisted candidates will be contacted.