

Dr. KASSEM EL SAAD

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EDUCATION

Atlantic International University PhD, Human Rights	Honolulu, HI 2020
Texas Southern University <i>Master of Science in Public Policy</i>	Houston, TX 2013
Lebanese University <i>Bachelor of Science in Social Sciences</i>	Lebanon 1994

PROFESSIONAL EXPERIENCE

Developmental Action without Borders – Naba’a <i>Chairperson & Founder</i>	Lebanon 2017 – Present
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Board Leadership & Governance

- Lead the Board of Directors in governance, strategy, and accountability.
- Ensure the Board fulfills its oversight responsibilities and decision-making duties.
- Facilitate effective Board meetings and promote active participation.

Strategic Direction & Vision

- Guide the organization’s long-term vision, ensuring alignment with its mission.
- Oversee the development and implementation of strategic plans and policies.

Stakeholder & Donor Engagement

- Strengthen relationships with donors, government agencies, and civil society organizations.
- Represent Naba’a in high-level advocacy, public speaking, and media engagements.

Financial & Legal Oversight

- Ensure financial sustainability through donor engagement and fundraising efforts.
- Oversee financial accountability, legal compliance, and ethical operations.

Executive Oversight

- Supervise and support the Executive Director, ensuring strong leadership and operational efficiency.
- Provide mentorship to senior leadership and promote transparency.

Crisis Management & Risk Mitigation

- Identify and mitigate strategic risks to safeguard the organization’s sustainability and reputation.
- Oversee crisis response strategies and ensure organizational resilience.

<i>Executive Director & Founder</i>	2001 – 2017
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- Oversaw operations, ensuring alignment with the mission and vision.
- Developed and implemented strategic plans.
- Ensured strong governance and compliance with policies.
- Secured funding through strategic partnerships and donor engagement.
- Oversaw budgeting, financial reporting, and resource allocation.

- Ensured compliance with donor and audit requirements.
- Led program design, implementation, and evaluation.
- Monitored impact and ensure alignment with community needs.
- Oversaw data collection and reporting.
- Advocated for child rights and social development at national and international levels.
- Built relationships with government agencies, donors, and stakeholders.
- Oversaw staff recruitment, training, and capacity-building.
- Identified and mitigated risks affecting operations and funding.
- Developed crisis response and contingency plans.
- Ensured adherence to child protection and safeguarding policies.

Save the Children UK, Lebanon program

Lebanon

Deputy Coordinator

1992-2001

- Led program design, implementation, and monitoring.
- Managed donor relations, budget oversight, and strategic partnerships.
- Supervised capacity-building initiatives and staff training.
- Supported emergency response efforts and advocacy campaigns.

Save the Children UK, Lebanon program

Lebanon

Team Leader - Youth Club

1990-1992

- Designed and executed youth development programs.
- Led a team of youth workers and volunteers.
- Facilitated leadership and skill-building activities.

ADDITIONAL SKILLS

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| • Strategic Planning & Leadership | • Advocacy & Public Relations |
| • Board Governance & Oversight | • Stakeholder Engagement & Partnerships |
| • Fundraising & Resource Mobilization | • Crisis & Risk Management |
| • Financial & Risk Management | • NGO Compliance & Ethical Operations |