



Development Alliance Myanmar

No.18, 6th Floor, Dhama Vihara Street, Kyauk Myaung,
Tamwe Township, Yangon, Myanmar.
Email: info.damyanmar@gmail.com
Phone: +959 898090980

Vacancy Announcement

Position Title	: Development Officer
Location	: Yangon Office
Reports to	: Development & Engagement Director
Contract Period	: One Year (3 Month Probation)
Deadline for Application	: 10 th May 2024 (5:00 PM)

Purpose of the Role

Development Alliance Myanmar is looking for a position for Development Officer for program development and fundraising activity. The Development Officer position is a Yangon based with some travels by the organization needs. The Development Officer plays a crucial role in an organization's fundraising efforts by supporting the planning, execution, and management of fundraising initiatives and campaigns. This role requires a combination of strategic thinking, relationship-building skills, and project management abilities to help secure financial support for the organization's programs and projects.

Organization Background

Development Alliance Myanmar, is a local Non-Government Organization in Myanmar. DA-Myanmar is dedicated to the process of promoting rights, humanitarian, peace and youth development program to strengthen the youth community and youth participation. DA-Myanmar is working in livelihood, humanitarian, peace and youth development projects across the country.

Duties and Responsibilities

- Review and coordinate with core funding partners of DA-Myanmar and catch-up call for proposals' schedules, donors' prioritized areas, thematic areas of new funding agencies and focus through proper donors' analysis.



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- Responsible for monthly work plan and work-done report to Development & Engagement Director on time and prepare for donor report in time to meet deadlines.
- Identifying opportunities call for proposal and organizing information in a professional.
- Assist the Development & Engagement Director to design and plan the proposal development process with program team.
- Editing and revising proposals according to donor's feedback with program team.
- Take responsibility to consolidate all the proposal element, develop draft, consolidate comments from relevant people and finalize for timely submission.
- Prioritizing responsibilities to meet deadlines.
- Implement and facilitate participatory proposal development process and write the concept note/proposal following the templates of various donors including Theory of change, interventions of logic, and other elements of the proposal templates.
- Work together with finance team in budget development in line with the call Guidelines
- Database all project reports and project documents and seeking ways to improve process and quality output for future proposal writing.
- Develop and collect the required project documents for project report with program team.
- Writing progressive report of the ongoing projects and final project evaluation reports.
- Prepare for organizational annual reports and the tasks assigned by line-supervisor.

1. Fundraising Strategy:

1. As part of the Development team, collaborate to develop comprehensive fundraising strategies that align with the organization's goals and objectives.
2. Identify and research potential funding sources, including individuals, corporations, foundations, and government grants.



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2. Donor Cultivation and Relationship Building:

1. Build and maintain relationships with current and potential donors, ensuring effective stewardship and engagement.
2. Develop personalized cultivation plans for major donors, working closely with senior leadership and board members.

3. Proposal and Grant Writing:

1. Prepare compelling grant proposals, letters of inquiry, and other fundraising materials to secure funding from various sources.
2. Tailor proposals to match different donors' and grant-making organizations' interests and priorities.

4. Event Coordination:

1. Assist in planning, organizing, and executing fundraising events like galas, auctions, and donor appreciation events.
2. Coordinate logistics, including venue selection, catering, invitations, and program development.

5. Data Management:

1. Maintain accurate and up-to-date donor records in the fundraising database.
2. Track and report on fundraising progress, including contributions, pledges, and campaign results.

6. Collaboration and Communication:

1. Collaborate with the communications team to create fundraising materials, including brochures, newsletters, and online campaigns.
2. Communicate the organization's mission, impact, and funding needs to diverse audiences.

7. Budget Oversight:

1. Assist in developing and managing the fundraising budget, ensuring funds are allocated appropriately and expenses are tracked.



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8. Research and Trends:

1. Stay informed about fundraising best practices, industry trends, and changes in donor behavior.
2. Identify innovative approaches to fundraising and recommend strategies for improvement.

Required Qualifications and Skills

- Must be a Myanmar National
- Bachelor's degree in a related field (e.g., nonprofit management, social work, development, communications, business).
- Experience in the NGO Project with minimum 2 years' proven experience in fundraising, donor relations, or a related field is desirable.
- Fluency in English and Myanmar, accurate understanding and four skills in both languages are absolutely necessary.
- Good computer skill especially in document and reports creation, Microsoft Word, Excel, and PowerPoint Presentation.
- Excellent interpersonal skills and the ability to build and maintain relationships with diverse stakeholders.
- Creative, independent, and highly self-motivated.
- Respect for diversity and sensitivity to other cultures.
- Flexible, able to work under pressure, innovative, and a team player.
- Strong written and verbal communication skills, including the ability to write persuasive and impactful fundraising materials.
- Attention to detail and strong organizational skills, with the ability to manage multiple projects simultaneously.
- Proficiency in using fundraising databases and software, familiarity with ethical fundraising practices and principles.



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- Knowledge of the nonprofit sector and an understanding of philanthropic trends.
- Ability to work independently and collaboratively as part of a team.
- Flexibility to work occasional evenings and weekends, especially during fundraising events.

How to apply

If you are interested in applying for this position please submit the update Resume/CV with **Photo**, showing expected **Salary**, attached with **Cover Letter** and **Two References**, to following emails no later than **10th May 2024 (5:00 PM)**:

info.damyanmar@gmail.com

The applicants who applied later than the deadlines will not be considered for the shortlisting process. Only Short-listed candidates will be contacted for the interview.

DA-Myanmar offers equal rights to all applicants. We encourage applying of;

Young People (Female), PWD, LGBT and Ethnic Young People.

Special Note: Development Alliance Myanmar is highly value to respect diversity against discrimination. The members of DA-Myanmar must respect and follow the Child Protection Policy and Safeguarding Policy with utmost ethical manner and all members of DA-Myanmar are responsible to follow the DA-Myanmar policies and instructions.