

Vacancy Announcement

Fundraising & Partnership Development Coordinator

(Open for Myanmar nationals only)

Who are we?

An international organization supporting development and humanitarian aid in Myanmar. It is a leading feminist organization working towards social justice, gender equality and poverty eradication. Its approach, in partnership with local and national organizations, is building capacity among youth and supporting them to work for the community for short and long-term development for their own community. One of its main programs is investing in participatory community development that includes multi-sector, multi-level engagement and support such as on livelihood, health, education, women's rights and prevention of gender-based violence, disaster risk reduction and climate change adaptation, etc.

Role overview

The position implements fundraising initiatives, partnership development, contract/grant management and support in the development of innovation initiatives that brings to the attention of key stake holders and donors the importance of the organization vision and value for raising non-regular income for across the programs and advocacy and marketing initiatives of the organization.

What We Offer

- **Contract duration** – up to December 2024 (with possible extension)
- **Location** – Yangon, Myanmar
- **Compensation** – Basic pay starting from 884 USD (per month) + other Benefits (Salary is negotiable depending on qualification and level of experience).

Key Accountabilities / Responsibilities

Fundraising

- Implement the credible proactive research on possible funding sources and funding trends through different channels and donor platforms, evaluate their suitability for partnership with the organization in terms of program, political and capacity fit.
- Maintain a Donor (comprising existing and potential donors) profile for the organization and update on regular basis.
- Maintain donor intelligence: The collection and distribution of intelligence on multi-lateral, bi-lateral institutional donors, and Major donors (directly in country or through the organization's affiliate country) and support the fundraising lead and head of unit in developing fundraising plans.
- Accompany donors and facilitate visits of donors to the project areas as and when require or assigned by line manager.
- Contribute the country's fundraising strategy, annual fundraising analysis to Fundraising Lead and Head of Unit.

Proposal development and management

- Actively participate in donors' call for proposal meetings, workshops, explore more clarities on the call and disseminate to proposal development team.
- Organize proposal kick off meetings with respective colleagues and explain about the nature of call, followed by Go/No Go assessment.
- Liaise with the program team in preparing concept notes and/or proposals that ensures the development of proposal met donor requirement and on time submission.
- Contribute proposal writing process, budget preparation and annex collection as assigned by line manager and head of unit.
- Provide support in finalizing proposal/concept note package.
- Upload on CMS and participate in the wider community of the organization's fundraisers both IPD and International Fundraising
- Undertake quality assurance of donor proposals to ensure high quality competitive proposals in order to secure donor funds at scale.

Partnership Management

- Proactive research in exploring new partners or re-connecting existing partners.
- Conduct preliminary discussion with potential partners to decide "Go" or "No Go" upon partnership.
- Conduct Partner due diligence by liaising with relevant internal colleagues and partner and ensure partner compliance on the organization's policies.
- Support partners in project design phase in terms of proposing activities, budget and preparing letter of Agreement.
- Lead and support drafting partnership agreement and amendment by coordinating and collaborating with respective colleagues and partners.
- Lead the country's partnership strategy, annual partnership analysis with the guidance of Fundraising Lead and Head of Unit.

Contract Management

- Coordinate with CMS user representatives to create project pages and maintain the master file/documents of all the projects.
- Provide annual CMS refresher training as needed to relevant stakeholders.
- Conduct regular (donors and partners including sub-grants) contract review for all assigned projects and relevant partners to harmonize donor fund flow, utilization, accountability, and contracts management and if there are any major and outstanding issue to report to SMT through the head of the unit.
- Support communication with donors as per the needs of contract management to develop and maintain trust, confidence, and accountability.
- Represent in any contract/grant related issues to the donors and partners.
- Join donor compliance sessions/seminars organized by the organization's international or by new donors and further support to internal colleagues to understand about new donors' compliance.

Branding and Marketing

- Contribute the organization's marketing strategies to leverage fundraising initiatives.
- Regular check-in with colleagues to brainstorm on seasonal marketing materials.
- Support production of the country program's branding materials by coordinating with communication focal, program and M&E colleagues.

Others

- Be responsible to adhere/ Comply with approved organisational policies and procedures.
- Any tasks as assigned by line manager.

Education & Certifications

- Bachelor's degree in social science, development studies, political science, organizational management or international studies (or related); Master's degree is preferable.

Essential Experience

- At least 3 years professional working experience, with international organizations in related field.
- Excellent proposal writing skills.
- Experience of successfully undertaking a similar role within Fundraising, Partnership and Contract Management.
- Experience of working within a fundraising or similar environment.
- Experience of working with/managing partners, and consultants.
- Experience in managing funding from a diversity of sources including governments and aid agencies, private sector donors is an advantage.
- Proper understanding of the country's major donors and partners is an asset.
- Experience working on communication, branding and marketing will be an asset.

English proficiency

- Fluency in written and spoken English and native / national language since this position requires candidate with advanced English skill.

Competency required

- Strategic thinking
- Editing and report writing
- Concept note and Proposal writing
- Excellent presentation, communications, and negotiation
- Networking, influencing and interpersonal
- Proper branding and marketing skill
- Planning, organisation, time management, and coordination

- Proficiency in MS Office

How to apply

Applicants should submit their application letter with updated CV with complete contact details, recent passport photo and 3 referees' contacts not later than **5:00pm 27th May 2024** to the email address: recruitteam.hrmm@proton.me No requirement of photocopy of certificates.

Please mention **the position title you applied for** in the email subject.

Please note: Only short-listed candidates will be contacted for interview and the organization reserves the right to fill the post prior to the closing date if a suitable applicant is found beforehand. Internal applicants should inform their Line Managers of their application.

We promote equal opportunity in terms of age, gender, disability, religion, or ethnicity and encourage all qualified and interested candidates to apply.

By applying any job in our organization, you accept to comply with Code of conduct and SHEA and Safeguarding Policies at all times.

Application Deadline: 27th May 2024