

Vacancy

Grants Lead

Position Title:	Grants Lead
Location:	Yangon with travels to Bangkok, India and the field (partly remote work optional) where feasible
Line Manager(s):	Head of Programmes
Starting:	ASAP
Duration:	Until December 31 st , 2025 – extendable

Position Summary

The Grants Lead will support Head of Programmes and Country Director in developing new grants proposals /concept notes buildstrong relationships with donors, coordinate with units in design, lead and write funding proposals and concept notes and ensure timely and quality submission of quality donor reports in compliance with donor guidelines and Organization's internal processes. S/he will be primarily responsible to coordinate with Programme, Finance and Partnership team, Organization's Institutional Fundraising Unit (IFU) and Knowledge, Learning Department (KLD) and Myanmar Senior Management teams for donor and partnership mapping, identifying new funding opportunities, preparing for Organization's pre-positioning and leading new business case development together with HOP, technical advisors, managers and other team members.

Key Responsibilities:

Fundraising

- In collaboration with Head of Programmes (HoP) Lead, write and contribute to the development of concept notes and funding proposals (including budgets and compliance), in coordination with all relevant departments, and ensure:
 - Setting up Programme Development Task Force (PDTF) for each opportunity - preparing division of tasks, time plan, and pro-actively leading and/or participating in other necessary tasks related to preparation for specific business cases and/or funding opportunities
 - Review the relevancy to the constraints and needs of the country, appropriate definition of beneficiaries and target groups, documented added value;
 - Appropriate design of the action – coherency, analysis of the problem, external factors, consistency of activities and results, consideration of cross cutting elements, analysis of stakeholders;
 - Sustainability of the action – impact on target groups, multiplier effect, sustainability on different levels;
 - Cost effectiveness and value for money, together with PDTF and Finance Manager/HOSO;
 - Monitoring and risk analysis
- Support Country Director and Head of Programmes to maintain and update Organization Myanmar's fundraising strategy, tracking critical engagement with existing and potential new fundraising opportunities, with the aim to ensure growth and sustainability of Organization Myanmar's programmes and appropriate exit strategies (including CSR, impact investment, leveraging private and other potential funding);
- Ensure aligning of proposals and programmatic design with donor strategies (including their mainstreaming policies, such as environmental policy, GEDSI policy, GBV mitigation, etc.), together with commitment towards SDGs (and UN agenda) and Cluster plans and policies mainstreaming of CHS, global cross cutting themes such as Age, Gender and Diversity, and lessons learnt from previous programming.

- Closely collaborate with both Organization and Partners MEAL teams to ensure and use innovative means to measure and communicate impact of Organization Myanmar programming, and together with MEAL Manager and HOP lead on integrating Organization's learning, best approaches and mainstreaming agenda in all program design and proposal development;
- Submit requests in advance in collaboration with Asia desk the support of IFU and K&L advisors in case of need identify other expert/advisory needs for successful project design;
- Participate in reviewing of Organization Myanmar's Country Strategy 2023-2026.

Grants management through Organization's platform JIRA

- Ensure grant management processes through Organization platform JIRA and ELO
- Lead on the key award processes (such as kick off, review and close out meetings) are in place and that relevant staff are aware of programmatic, financial and compliance requirements Support the CO in ensuring maintenance of a robust Grants Management system.
- Provide oversight in the review of strategic donors' grants on a regular basis including management tools analyzing original plans and log frames against achievements.
- Facilitate tracking the overall program portfolio with donors and monitor investments/income from donors.

Communications and Reporting

- In coordination with CD and HoP support and or lead on critical donor communication related to pipeline proposals, active and closed grants.
- With support of HOP, oversee the production of high-quality program progress reports as per donor and Organization requirements.
- Ensure all communications commitments within projects are delivered through high quality outputs.
- Ensure relevant communications tools and strategies are in place and all key staff involved in generating communication items are well versed with the tools/strategy and complying with its requirements.

Partnerships and contracts management

- As necessary, contribute to Organization Myanmar's Country Programme commitment to equitable and effective partnership
- Ensure, in collaboration with the Programme and Partnership team, that donor and Organization guidelines and deadlines are known by project teams of local partners.
- Lead donor and partnership contract cycle through ELO; Teaming Agreements, Donor Contracts and Partnership Agreements with support from all key departments. Ensure all relevant policies and procedures are followed, with support from compliance in relation to the signing and or amendments of contracts.

Representation and Networking

- Coordinate with Country Director and Head of Programme to ensure that Organization is well represented and visible within the donor community, among the key partners, stakeholders, and within coordination forums and delegating this responsibility as appropriate to programme staff, specifically:
 - Engage with donors including presenting lessons learned/best practices and Organization's work, and build long-term partnerships in specific sectors (
 - Organize and together with HOP oversee participation and presentation of Organization's work and results/impact in relevant clusters and working groups for specific topics/sectors;

- Based on the regular engagement with key stakeholders, explore and identify opportunities for strategic portfolio development of Organization Myanmar, in line with Organization Myanmar Country Strategy plan;
- Together with Head of Programmes and Country Director engage in Organization's positioning and advocacy and selection of advocacy points as per Country Strategy, engage in advocacy and policy dialogues where appropriate, ensuring Organization represents the needs of its beneficiaries and based on its field experience in order to campaign for needed policies, donor commitments etc.

And fulfils any other tasks as required.

SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED

- Minimum 5 years of experience in Institutional fundraising experience (e.g. EU, MHF, UN agencies, multilateral agencies, Trusts, Foundations), preferably with INGO.
- Excellent report and proposal writing skills
- In-depth knowledge of Institutional Funding developments and trends in Myanmar.
- Ability to represent with donors, external stakeholders
- Knowledge and professional experience in institutional fundraising and project formulation, project design and theory of change tools.
- Excellent communication skills-oral and written.
- Skill in preparing narrative financial and budget reports
- Knowledge of and skill in working with programme and financing contract management systems.
- Ability to multitask and meet deadlines
- Fluent knowledge of English-written and spoken
- Ability to work under intense pressure
- Flexible approach to working hours-ability and willingness to work evening and weekends when necessary

Application Procedure: Interested candidates should send an application letter along with an updated CV (with at least 2 contacts for reference), no later than **June 19, 2025** to the following mail address recruitment.mmr@proton.me with the Subject **"250605_Grants Lead"**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.