

## **JOB DESCRIPTION OF DEVELOPMENT OFFICER**

Position: Development Officer  
Base: Remote  
Report to: Director of Institutional Advancement  
Start Date: As soon as possible  
Compensation: The appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

### **DESCRIPTION OF PARAMI UNIVERSITY**

Parami University is a private non-profit higher education institution offering a variety of high-quality online education programs and courses to students from Myanmar and the global south. We provide accessible educational opportunities to students from diverse socioeconomic, religious, and ethnic backgrounds. All our instructional programs take place online, including the associate and undergraduate degree programs, with students, staff, and faculty placed globally, particularly in Myanmar and Thailand. We are currently looking for a **Development Officer** to join the Unit of Development.

### **JOB SUMMARY**

As a non-profit organization, Parami University finances its education programs primarily through philanthropic support, including grant foundations and organizations and individual donors. We are looking for a highly motivated young professional to support fundraising efforts. Main responsibilities include conducting prospect grant research, developing grant proposals, cultivating relationships with donors and partner organizations, and writing grant reports. It also requires close communication with the internal teams for formulating new proposals, and donor reporting, and developing relationships with external partners. This position offers an exciting opportunity for a strategic thinker with a passion for higher education and philanthropy to make a meaningful contribution to the University's growth and success.

### **POSITION REQUIREMENTS**

Required Qualifications:

- Bachelor's degree in any field required; advanced degree or relevant certifications preferred
- Strong research, writing, and communication skills with demonstrated experience
- Excellent verbal and written communication skills in English (and preferably in Burmese)

Preferred Qualifications/Skills:

- Prior experience in grants management, fundraising, report writing, or related field in higher education or the nonprofit sector
- Project management skills and the ability to manage multiple priorities and deadlines simultaneously
- Interpersonal skills and ability to build and maintain relationships with diverse stakeholders, including donors, community partners, university leadership, faculty, staff, alumni, and students.
- Ability to work independently and collaboratively and adapt to changing priorities in a fast-paced environment
- Basic knowledge of bookkeeping and accounting, expense tracking, and budget allocation
- Time management skills and the ability to meet deadlines
- Willingness to work occasionally late evening or early morning due to time zone differences among stakeholders and travel as needed

### **POSITION RESPONSIBILITIES**

- 1) Research, identify, and solicit grant funding and philanthropic opportunities
- 2) Manage funding pipelines, including developing proposals, keeping track of approved grants and budget allocations, overseeing compliance with grant requirements, and timely reporting to donors/grant funders.
- 3) Develop relevant materials and documents for fundraising campaigns



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- 4) Develop and maintain strong relationships with donors, partner organizations, alumni, and community members
- 5) Collaborate closely with the university management team, faculty, and staff to identify funding priorities, design programs for new proposals, and allocate funding

## **APPLICATION REQUIREMENTS**

Please submit the following materials in a **single PDF** file to Human Resources Department (hr@parami.edu.mm):

- Single-page cover letter;
- CV;
- Contact information of three professional references (phone numbers and emails).

***Review of applications will begin in May 2024 and will continue until the position is filled.***