

Manager Resource Mobilization/Proposal Development	
1. Job Environment	
Position Information:	Reporting Lines:
Department: Program Planning	Report To: CEO
Division: Program Planning	
2. Job Objective	
To provide strategic direction, develop proposals and other written materials for major individual, foundation, corporate, and government donors.	
3. Functions of the Position	
<ul style="list-style-type: none"> I. Manage the full range of activities required to prepare, write, and submit grant proposals to foundation, corporate, and government sources, and major individual donors, including, but not limited to, letters of intent, concept notes, and grant proposals. II. Write and edit briefings, letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation. III. Work with partner organization and government to respond to donor for Proposals and other granting opportunities IV. Work in partnership with our development and program team members, including IPPF Staff, to create compelling and inspiring content for use in donor materials and to think strategically according to mission, vision and strategic direction of Rahnuma-FPAP, V. Collaborate with the Finance, HR and admin Team to prepare budgets and procurement plan VI. Organize and update proposal resources for use by the whole Development Team, including materials to support donor relationships VII. Participate and contribute to processes that relate to gathering and sharing information and creating a positive donor experience. VIII. Ensure donor and prospect data are properly recorded in the database IX. Keep the teams informed of grant writing activity, deadlines and awards/declines through regular updates and/or outputs. X. Any other task assigned by CEO. 	
4. Interaction	
Within the organization	Outside the organization
Regional Staff PMO Staff	Volunteers Donor



Head Office Governance	Government of Pakistan Partner organizations Market Based Other NGO
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5. Competencies			
<u>Interpersonal Skill</u> Presentation Report Writing Communication	<u>Leadership Skills</u> Team Building Conflict Handling Decision Making Motivating Others	<u>Management Skills</u> Planning Time Management Coordination	<u>Technical Skills</u> Analytical Collaboration Dedication Budgeting

6.Desired Profile of Incumbent Person Specification
1.Education/Qualification ,Experience and required skill set
<p>Masters in Social Science, Health or Equivalent (social sciences, international development, public health)</p> <ul style="list-style-type: none"> · Minimum five years of experience working for an international NGO or donor agency, preferably with overseas experience; <p>Strong understanding of NGO sector , Government and philanthropic sector;</p> <ul style="list-style-type: none"> · Excellent writing, research, analytical, and project management skills. Proven ability to write detailed proposals, including financial elements. · Ability to review and edit documents developed at field level is crucial <p>Excellent communication and interpersonal skills to manage a wide variety of internal and external relationships;</p> <ul style="list-style-type: none"> · Strong computer knowledge with Microsoft Office and relational databases