

Director Planning & Proposal Development

1. Job Environment

Position Information: Department: Program Planning Position: 1 Location: Head Office Duration: Ongoing	Reporting Lines: Report To: CEO Directly Supervise: Manager Knowledge Management Manager Planning and Proposal Development
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2. Job Objective

Lead the proposal development process as per strategic plan direction. This includes identifying potential funding opportunities, writing and reviewing grant proposals, and coordinating with various stakeholders to gather relevant information and data.

3. Functions of the Position

- 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 Head Office Governance	Volunteers Donor Government of Pakistan Partner organizations Market Based Other NGO

5. Competencies			
<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Presentation Report Writing Communication	Team Building Conflict Handling Decision Making Motivating Others	Planning Time Management Coordination	Analytical Collaboration Dedication Budgeting

6. Special Condition:

R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF's Code of Conduct and Safeguarding Policies

Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.

Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.

7.Desired Profile of Incumbent Person Specification
1.Education/Qualification ,Experience and required skill set
Masters in Social Science, Health or Equivalent (social sciences, international development, public health) 07 to 10 years of experience working for an international NGO or donor agency, preferably with overseas experience;

Job Description



RAHNUMA

Strong understanding of NGO sector , Government and philanthropic sector;

- 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

Excellent communication and interpersonal skills to manage a wide variety of internal and external relationships;

- Strong computer knowledge with Microsoft Office and relational databases