Job Description

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| **Director Planning & Proposal Development** |
| **1. Job Environment** |
| **Position Information:** | **Reporting Lines:** |
| **Department:**Program Planning**Position:**1**Location:** Head Office**Duration:** Ongoing | **Report To:**CEO**Directly Supervise:**Manager Knowledge ManagementManager Planning and Proposal Development |
| **2. Job Objective** |
| Lead the proposal development process as per strategic plan direction. This includesidentifying potential funding opportunities, writing and reviewing grant proposals, and coordinating with various stakeholders to gather relevant information and data. |
| **3.Functions of the Position** |
| 1. 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.
2. Write and edit briefings, letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation.
3. Work with partner organization and government to respond to donor for Proposals and other granting opportunities
4. 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,
5. Collaborate with the Finance, HR and admin Team to prepare budgets and procurement plan
6. Organize and update proposal resources for use by the whole Development Team, including materials to support donor relationships
7. Participate and contribute to processes that relate to gathering and sharing information and creating a positive donor experience.
8. Ensure donor and prospect data are properly recorded in the database
9. Keep the teams informed of grant writing activity, deadlines and awards/declines
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through regular updates and/or outputs.

X. Any other task assigned by CEO.

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| **4. Interaction** |
| **Within the organization** | **Outside the organization** |
| Regional Staff PMO Staff Head Office Governance | Volunteers DonorGovernment of Pakistan Partner organizationsMarket Based Other NGO |

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| **5. Competencies** |
| **Interpersonal Skill** Presentation Report Writing Communication | **Leadership Skills** Team Building Conflict Handling Decision Making Motivating Others | **Management Skills**PlanningTime Management Coordination | **Technical Skills**AnalyticalCollaboration 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.

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| **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)· Minimum five years of experience working for an international NGO or donor agency,preferably with overseas experience; |

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| 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
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