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Vacancy Announcement

Ref: MAUK-VA-025/2018(Extend)

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|----------------------|---|
| Post | Program Development & Institutional Fundraising Coordinator |
| Location | Yangon |
| Starting Date | As soon as possible |
| Duration | 12 months (with possible extension) |
| Report to | Head of Programme |
| Vacancy Opening Date | Sep 6, 2018 |
| Vacancy Closing Date | Sep 21, 2018 |

DESCRIPTION OF THE ORGANIZATION:

MA-UK is an international humanitarian and development agency based and registered in the UK. MA-UK works through 14 field offices across Africa, Asia and the Middle East. Our vision is a world of peace, compassion and justice where all people regardless race, religion, cast and creed achieve fulfilment in all aspects of their lives. In 2013, MA-UK started its operation in Myanmar and opened up an office in Yangon and Sittwe. MA-UK works in humanitarian relief and development programs in several States across the country. Our programs include health, education, sustainable livelihoods and emergency response. We are currently seeking for an experienced and motivated individual to join our team as a Program Development & Institutional Fundraising Coordinator.

Purpose of the position

The main purpose of the position is to lead the process of proposal development and donor liaison and other country- and HQ-level communications to grow and develop MA-UK programmes in Myanmar.

SCOPE

Represent the organization in donor, coordination/cluster and NGO meetings, consultations with relevant programme and operation teams and other stakeholders within MA-UK in country and in the HQ/UK as necessary. To work closely with programme staff in a collaborative team environment to ensure the impact of MA-UK programming is communicated using an evidence-based approach that informs both current and future programme design.

Job Description

Country funding and Strategy

- In consultation with the Country Director and Head of Programme, shape the development of a Country Office strategy including a communication and funding plan and position papers.
- Ensure the regular update of the funding plan and work plan to reflect MA-UK priorities and direction.
- Lead on the development and maintenance of a pipeline and funding plan in line with the country and international strategy to ensure sufficient funds are generated to underpin on-going activities and ensure the diversification of funding and sustainability of the country office with appropriate funding.
- Support capacity development of partner organizations on resource mobilization and develop their linkages with donors/potential funding opportunities.

Donor Management

- Develop donor engagement strategies for prioritised institutional donors (such as EU/ECHO, DFID, UN) and design and update a donor mapping and database.
- Cultivate, maintain and develop strategic relationships with potential and existing donors, agencies, business contacts and other I-NGO partners to advance MA-UK's new programme development and raise our profile.
- Act as focal person in the Country Office for coordination and communication with donors for sending appropriate and timely reports and updates, meetings and forums, following up of queries, information requests, informal reporting, and progress updates.
- Organize events for partnership building with donors, stakeholders, NGOs and potential partners and conduct fundraising activities for MA-UK developmental activities, programmes and related priorities.
- Disseminate information and research on donors and funding opportunities internally to respective teams to increase awareness and knowledge and build capacity for in-country funding opportunities.
- Provide training and orientation to MA-UK staff on fundraising, donor requirements, expected outcomes and MA-UK internal procedures regarding external funding.

Programme Development and Grant Management

- Lead on researching and identifying funding opportunities from new and existing donors by monitoring calls for proposals and funding updates, for solicited and unsolicited opportunities.
- Follow and closely monitor funding trends, policies and positions from new and existing donors.
- Lead on the design and development of concept notes, proposals and situation analyses in support of MA-UK strategies and core values, based on programme priorities and donors' interests. Coordinate the development process with all relevant departments, including designing logical frameworks, setting realistic and measureable targets, and developing narrative proposals & budgets.
- Lead and coordinate the development, quality control and submission of quality reports and project amendments as required to donors, clusters and internal reporting by following MA-UK processes and liaising with Country Office Programme Team and all functional departments for submission to donors and respective stakeholders.

- Provide support and coordinate with the programme and other relevant functional departments to provide quality grant management and ensure the regular monitoring of all donors projects and in accordance with donor compliancy.
- Ensure that Project Tracker/Funding Grid/pipeline is updated regularly and shared with management and relevant teams in the Country Office.
- Provide trainings for the preparation of donor proposals and reports, budgets, recording and charging of expenditures, management of budgets etc.
- Identify and document success stories on key sectors for internal and external audiences to illustrate impact of the programming.
- Develop and design communication and marketing materials, including sector profiles, impact reports, programme briefings and information updates as required for internal and external use

Other

- To maintain constructive, purposeful, trust based and sincere relations with all colleagues working above or under whether directly or indirectly associated.
- To update management and other concerned with any development, internal or external, which can be of help to improve quality, provide better services and effective working.
- To participate in all meetings, committees, forums, projects and assignments as required and expected.
- Ensure MA-UK is compliant with the Core Humanitarian Standards, Sphere Standards, HAP etc.
- Comply with all policies, procedures, legal and regulatory requirements.

Essential Skills

MA-UK is looking for a dynamic, creative and result-oriented person with the following skills and experience:

Essential

- Minimum 3 years' experience in program fundraising for international organizations.
- Excellent reporting, writing, communication and presentation skills for example; ability to represent MA-UK in meetings with donors effectively and ability to engage with private businesses and the corporate sector
- Proficient in English and Myanmar speaking, reading, and writing skills
- Detail oriented with excellent English language writing and editing skills
- Experience in proposal development and report writing
- Research and analytical skills, numeracy, budgetary and financial reporting skills.
- Knowledge and experience working with European, US UN and other institutional donors
- Ability to represent MA-UK to international donors, government officials, local groups and community members is essential.
- Flexibility and adaptability for working under the pressure of multiple deadlines and competing priorities
- Familiarity with key program areas (health, education, sustainable livelihood and emergency response...)
- Strong interpersonal and communication skills for engaging regularly with donors, other humanitarian organizations, and both national and expat staff
- Cultural sensitivity

- Experience working effectively in both a team and under minimal supervision to take the initiative
- Strong administrative skills and ability to effectively use technology and follow departmental procedures.
- IT skills: knowledge and experience of MS Office packages (Word, Excel and PowerPoint) essential.

Demonstrate a commitment to gender and diversity issues.

Desirable

- Previous experience working in Myanmar or South East Asia is an advantage
- Relevant Master's degree in a social science, international development or related field
- Experience in training and building the capacity of others.

HOW TO APPLY

Submit your cover letter and resume/CV to hr@mauk-myanmar.org (Please quote "Program Development & Institutional Fundraising Officer" in the subject line). Application will be accepted until **September 21th, 2018.**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

MA-UK presents equal employment opportunity for both female/male and people with disability.

Only shortlisted candidate will be contact, and inability to reply for phone queries.