

JOB ANNOUNCEMENT

Thabyay Education Foundation (TEF), a non-profit organization, is currently seeking a motivated, dedicated and qualified candidate to fill the following position.

Job Title: Proposal Writer/Fundraising Consultant (112 days/year)

Organization: Thabyay Education Foundation (TEF)

Job Location: Yangon, Myanmar with limited home working

Reports To: Director of Programs

Duration: 1 year (extendable)

Salary: Will be commensurate with experience, skills and qualification

Closing date for applications: March 31, 2014

Provisional start date: As early as possible

Note: Applications should be submitted as soon as possible as TEF may proceed with the recruitment prior to the deadline date.

Job Purpose

Working closely with the Finance Director and the Program Management team and under the direct supervision of the Director of Programs (DoP), the Proposal Writer/Fundraising Consultant will be responsible for developing and writing proposals, assisting in ensuring effective grants management and contributing to the ongoing financial stability of Thabyay Education Foundation (TEF).

Key Responsibilities:

- Assist and coordinate the development and review of grant application strategies; Contribute to the development and implementation of fundraising strategies for TEF programs;
- Identify and research funding sources and work with program and finance teams to design and develop quality grant proposals and prepare funding submissions;
- Build and maintain good working relations with program teams assisting them to develop small grant proposals;
- Review grant applications and agreements in compliance with the finance aspects and provide recommendations and concerns to the Leadership Team and get input from the Leadership Team;
- Assist in the development of effective marketing and branding resources and strategies targeted at different fundraising channels;
- Assist the DoP and Program Managers in the preparation of monthly and quarterly monitoring reports on the performance of grants, budget burn rate and target acquisition; and
- Perform other tasks duly assigned by the supervisor.

Knowledge, Skills & Personal Attributes

- Bachelors degree or Masters degree in any discipline from an accredited University (Finance/Accounting/Administration/Business related degree will be an advantage);
- Proven experience of more than 3 years in developing and writing proposals for NGOs to public and private sector donors;
- A good understanding and knowledge of donor rules, regulations, procedures and priorities
- Proficient computer skills and competency in Word, Excel and PowerPoint;
- Proficiency in written and spoken English and the ability to tailor writing according to the needs/style of individual donors;
- Excellent time management and organizational skills and the ability to meet tight deadlines;
- Ability to work well both within a team and independently, in a challenging and fast-moving multicultural environment;
- Understanding of the Myanmar development context an advantage;
- Native-level English language proficiency; and
- Myanmar language proficiency an advantage

TEF understands that many potential applicants may have some, but not all, of the experience, qualifications and attributes listed above. TEF encourages such applicants to apply as candidates will be assessed on their potential as well as their experience.

Application Process

Citing the reference “Proposal Writer/Fundraising Consultant”, applicants should send their CV and cover letter expressing their suitability and interest in the position by **31 March 2014** to hr@thabyay.org; Director of Operations.

Only shortlisted candidates will be notified of their progress. Shortlisted candidates will be required to provide at least two professional references.