



## RE-VACANCY ANNOUNCEMENT (Tdh-038-2025)

<b>Position</b>	<b>: Fundraising and Grants Writing Manager</b>
<b>No. of position</b>	: (1) position
<b>Location</b>	: Based in Yangon, Myanmar
<b>Duration</b>	: One year (Possible extension based on fund available)
<b>Supervisor</b>	: Country Representative

**Terre des hommes (Tdh)** is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at:

<https://www.tdh.org/en> and <https://www.tdh.org/en/digital-library/documents/two-pager-myanmar>

### **Overview:**

The Fundraising and Grant writing Officer will have a key role in the resource mobilization and fundraising activities of Myanmar delegation:

- S/he will lead the development of project proposals and ensure the implementation of Tdh Grant acquisition process.
- S/he will contribute to the delivery of external reports to funders.
- S/he contributes to the overall successful operation of programs/project completion through involvement in the process of drafting reports (in coordination with Programme and Projects Managers), preparing M&E result presentations (in coordination with Q&A/ MEAL managers), as well developing communications and visibility materials (in coordination with Communication Managers), and programmatic documents for external/internal stakeholders.
- S/he contributes to Tdh's internal and external coordination and improves information sharing processes within the coordination team.

### **MAIN RESPONSIBILITIES:**

#### **1. Fundraising**

- S/he identifies relevant funding opportunities, map donors, and track institutional calls for proposals.
- S/he develops and implements a fundraising plan for the organization to achieve the goals for sustainable funding, the development of projects and delivery of core operations
- S/he regularly monitors donor websites and identify and inform donor opportunities matching the work of Tdh
- S/he develops fundraising proposals – concept notes and full applications (institutional and philanthropy donors) through grant-writing and team mobilization, in accordance with Tdh Grant Acquisition Process (GAP).
- S/he develops processes and systems to ensure that the delegation follows a rigorous fund- raising plan and achieve the performance targets.
- S/he works with the country management team of the delegation and programme staff to support and

leverage their donor representation, donor cultivation, relationship building, and donor intelligence gathering.

- S/he plans and coordinates support to country management teams to diversify their donor base, targeting major donors, corporate donors, and foundations.
- S/he contributes to the development and implementation of needs assessments for fundraising purposes, in collaboration with the MEAL teams.
- S/he facilitates information management, collecting, disseminating, and centralizing fundraising documentation and experiences.
- S/he coordinates and liaises with the Senior Manager – Resource Mobilization and Partnerships based in Bangladesh and the Institutional Fundraising Sector in the HQ.
- S/he maintains relationships with existing donors and respond to their requests regularly and keep updating them about the work of Tdh
- S/he strengthens partnerships with other I/NGOs and academic institutions in order to develop consortium bids

## **2. Reporting**

- S/he works closely with Program Managers and Communication & Reporting officer for external reporting to donors.
- S/he ensures that contractual deadlines for donor reporting as well as contractual templates are known and respected by the operational team.
- S/he contributes to the quality of presentations on the results of current projects and their dissemination to funding bodies and other partners.
- S/he ensures that final versions of reports and proposals are communicated to the operational team and correctly archived.

## **3. Internal and External Coordination**

- S/he compiles the minutes of internal meetings and ensures diffusion to relevant colleagues.
- S/he ensures that internal coordination mechanisms and processes are known and used by all co-ordination members.
- S/he ensures follow-up with humanitarian clusters for sharing of data.

## **4. Values**

- In his/her professional activities, adhere to the core values of Tdh: commitment, ambition, respect, and courage.

## **5. Child Safeguarding Policy and Operational Risk Management**

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.
- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

## **6. Other Duties**

- Undertake additional tasks as required, particularly in response to emergencies or requests from the delegation, regional, HQ level, or donors.



- Respect and implement this job description, which may be amended with the consent of the Country Representative to reflect future changes and developments in the Tdh-L country program.

#### **Requirements:**

- Degree in the field of humanitarian or development studies, international relations, business or public administration, economics, or related discipline.
- At least 2-year experience in humanitarian/development aid sector, resource mobilization and proposal writing.
- Excellent organizational skills, ability to uphold high standards and punctuality under pressure;
- Compliance with deadlines and requests (external and internal);
- Ability to analyze (judgment, practicality) and synthesize;
- Ability to work closely and intelligently with all parties involved in a complex matrix structure;
- Good interpersonal and coordination skills;
- Experience in planning and monitoring progress towards set goals;
- Commitment to excellence, respect for donor rules & attention to details;
- Experience in developing partnerships, identifying new opportunities and mobilising resources;
- Proven experience in writing project proposals and reports, fundraising, and good knowledge of donors (EU, SDC, UN agencies, etc.);
- Facility to gather information and break down a problem situation.
- Fluent in written and spoken English.
- Good Use of Word, Excel, PowerPoint, SharePoint, Outlook

**Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disability are also encouraged to apply.**

**How to Apply and Submission of Expression of Interest:** Please send: (1) a cover letter indicating your motivation **AND** salary expectation: (2) a current resume (CV) with contact information of **three** professional references (your two former work supervisors and one of HR Manager) to Human Resources Department through <https://ee-eu.kobotoolbox.org/x/xJFQmN8f> no later than **by 5:00 pm on Friday June 20, 2025**. Only shortlisted candidates will be contacted.