

Regional Grants Acquisition Specialist

Location: [Asia & Pacific] [Thailand]

Town/City: Bangkok

Category: Field Operations

Job Type: Fixed term, Full-time

**Position location to be based in any country within the Asia Pacific Region where WVI is registered to operate. This is a LOCAL role and no budget for relocation is allocated; only local terms will be offered.*

JOB PURPOSE

Support grant acquisition in the Asia Pacific region aligned to WV global, regional, and national business development plans and strategic objectives.

The role works in close partnership with Asia and Pacific Field Offices to ensure strategy realization for accelerating growth in grants revenue, with specific focus given to:

- 1. Working proactively with FO grants teams for effective prepositioning and funding acquisition with and donors, partners, and SOs;*
- 2. Tracking and analyzing trends in the institutional funding landscape, effectively communicating key information to Field Offices and other key stakeholders to inform strategic decision making;*
- 3. Maintaining visibility of grants acquisition in Asia Pacific, including reporting on key metrics with strategic analysis and recommendations for leadership;*
- 4. Developing and embedding efficient business processes for grants acquisition,*

including annual target-setting and business planning;

5. Contributing to best practice learning and sharing to accelerate growth in grants.

MAJOR RESPONSIBILITIES

Proactive collaboration with FO grants teams for pre-positioning and grant acquisition

- Provide technical guidance to FOs for the development of effective pre-positioning strategies, including technical branding and partnering.
- Drive the delivery of regional level initiatives for technical branding and evidence, such as development of key messaging guides, capacity statements, and donor briefs.
- Identify and effectively communicate new funding opportunities to FOs; broker SO and GC support as required for FOs to access/pursue the opportunity.
- Facilitate timely and efficient go/ no go processes between the FO, RO, RL (and other stakeholders on occasion).
- Utilize donor insights, knowledge of broader development trends, or otherwise leveraging partnership best practices and learning to offer recommendations on win strategies to increase competitiveness for new opportunities.
- Proactively seek out and share information on changes to donor, SO, or other relevant strategies or policies.

- When necessary, support FOs to identify viable solutions for interim GAM cover during unexpected staff transition or leave periods.
- In special circumstances, provide hands-on support/ surge capacity (or identify viable alternative) for grant proposal development, including proposal writing and editing (to be agreed with Regional Grants Acquisition Director on a case by case basis).
- Actively and effectively coordinate multi-country opportunities, including FO selection processes and proposal development, as required.
- Work with FO GAM teams to identify challenges with and develop appropriate solutions to improve internal acquisition processes.
- Effectively advocate for WV Asia Pacific offices – influencing external audiences and key stakeholders within the partnership.

Deepen Insights and Reporting:

- *Track and analyze trends in the institutional funding landscape, effectively communicating key information to FOs and other key stakeholders to inform strategic decision making.*
- *Maintain visibility of grants acquisition in South Asia Pacific, including reporting on key metrics on monthly and quarterly basis, with clear analysis to inform recommendations to leadership.*
- *Support in embedding and maintaining mutual accountability mechanisms for agreed performance metrics, timely communications, and accurate reporting*

between RO and FO GAM teams.

- *Provide analysis and insights of donor strategies, priorities, and relationship history to inform donor engagement plans at FO and RO level.*
- *Draw upon intelligence and analysis of the funding landscape to recommend opportunities for prepositioning concepts or pursuing multi-country proposals.*
- *As required, document intelligence related to the donor competitive landscape and potential funding opportunities at regional and national level, updating appropriate FO staff to support the resource acquisition efforts.*
- *Support the Grants Acquisition Director to establish and embed effective tracking and reporting processes, marrying the needs of GC, RO, and FO stakeholders.*
- *Support FOs to effectively utilize WV tracking and reporting systems and tools, and to navigate accessing IT support/ escalating issues as required.*
- *As required, provide other relevant and timely grant acquisition and management performance analysis in relation to current challenges and opportunities.*

Best Practice Learning and Capacity Building:

- *Lead the roll out of training related to grants acquisition capacity building (e.g. Proposal Pro); support other functional contributing capacity building training (e.g. Budgeting for Proposals, Project Logic) with South Asia Pacific Offices.*
- *Support in coaching/ mentoring national grant acquisition staff, in alignment with*

individual development plans.

- *Identify and advise Regional Grants Acquisition Director of FO capacity gaps in grants acquisition and management and other factors leading to poor proposal designs, poor win rates and grants implementation (e.g. design thinking, negotiation, data visualization, conveying evidence effectively etc.). In consultation with RO Grants Acquisition Director, establish and realize an action plan to address these gaps at National Office level.*
- *Support in developing collaborative capacity building initiatives, leveraging partnership resources (SOs, GC, EU Representation Office, other ROs, Communication teams) for grants acquisition.*
- *Identify, document and effectively share best practices, critical success factors of strategic breakthroughs, and lessons learned; including guidelines, tools and standards.*

Develop and Embed Efficient Business Processes

- *Provide timely and effective guidance to FOs for annual target-setting and business planning processes; work together with the GA Advisor for East Asia to prepare consolidated regional overviews with analysis as directed by the Regional GA Director.*
- *Provide guidance and ensure accountability of FOs to systematically maintain accurate documentation of grant profiles and opportunity tracking information in Horizon; proactively work together with IT, Finance and other key stakeholders to troubleshoot issues and provide recommendations for systems improvement.*

- *Together with the GA Advisor for East Asia, effectively structure and maintain RDU information management systems, (e.g. Teams) including Go/No-Go decisions, proposal development collaterals, donor intelligence, meeting notes, filing quarterly grant reports etc)*
- *Provide orientation to new FO GAM staff on World Vision's grants systems and tools.*
- *Together with the GA Advisor for East Asia, support in monitoring Grant Management performance via Grant Health Tracker and maintaining accountability for the system and agreed follow up actions with key stakeholders.*

Coordination & Other Responsibilities:

- *Support Regional Grants Acquisition Unit and SO GAM events (e.g, Annual Regional Meetings, Webinars, CoP meetings, Gateway to Grants, start-up workshops, etc).*
- *Support planning and integration initiatives with other RO functions as required.*
- *On request by the Grants Acquisition Director, represent WV at internal and external meetings.*
- *Provide Regional Grants Acquisition Director with administrative and logistical support on request.*

The position requires ability and willingness to travel domestically and internationally up to **25%** of the time

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

- Minimum 3 years' professional experience in acquisition and quality control of bilateral and multi-lateral grants
- 5 years' experience in the development field working in development and humanitarian emergency interventions, preferably with experience in developing countries
- Experience working with both bilateral and multilateral donors.
- University degree related to Development Studies/Business Management/Statistics/Research or International Relations preferred.
- Excellent English language skills; written and verbal.
- Strong analytical skills with excellent attention to detail.
- Ability to think strategically to form recommendations for positioning, capture planning, and systems improvements.
- Demonstrated ability to work as part of a diverse team to achieve an overall goal.
- Self-starter, with strong organizational skills and the ability to work effectively with remote-based teams.
- Adaptive, resourceful and solutions-oriented mindset required.

- Networking/external engagement skills: proven experience in networking with donors and partners to bring about funding opportunities.
- Experience working in a remote-based team setting.
- Confident user of Excel.
- Technical Training qualifications desired: ProposalPro
- Professional technical skills desired: Humanitarian standards (SPHERE, HAP), specific trainings on donor requirements e.g. OFDA, GAC, USAID, DFID, Europe Aid; HEAT training.
- Strong knowledge of databases.
- Strong skills in Excel including use of Pivot tables.
- Knowledge of PowerBI.
- Experience in facilitating remote training and capacity building.
- Experience with Horizon database.