

# Senior Grants Acquisition Specialist

Location: [Asia & Pacific] [Nepal]

Town/City: Lalitpur

Category: Marketing and Resource Development

Senior Grants Acquisition Specialist

## PURPOSE OF POSITION:

To work with staff from across WVI Nepal (e.g. Operations, P&C, Finance and Programmes) and the WV partnership (e.g. staff from Support and Regional Offices) to support the identification, development and timely submission of quality concept notes and proposals for both institutional grant funding and private non-sponsorship funding and other regular day to day GAM business.

## KEY RESPONSIBILITIES:

Quality proposals that are in line with donor requirements, WVI Nepal strategy and community need are developed and submitted on time

Support programme/ project managers and coordinators for timely, detailed and quality reports to Support Offices and donors;

Assist Program Managers to ensure they are compliant with donor regulations resulting in program quality. Where necessary, coordinate for the

revision of original plans in close coordination with Program Manager, Support Offices (SOs) and external donors, based on sound impact analysis of proposed change;

Ensure programme success stories are shared with communications to enhance the visibility of programming;

Support monitoring and bring up implementation or compliance challenges with MEAL, Operations Managers, and donors.

Work with technical staffs, MEALS, Communications and Operations team as required to support developing high-quality communication materials to support (pre)positioning with donors and partners, including capacity statements, impact statements, and RFI responses and other materials for donor pack;

Provide regular, positive, and productive communication with Support Offices, the field team, and partners for implementation of

program activities. This includes maintaining up to date information on relevant donor/Support Offices priorities, guidelines and requirements and share with cross functional departments as needed;

Assist GAM Manager and PDQ Director to establish/ strengthen relationships/ linkages and networks with key actors and leading NGOs to gather donor

intelligence and build collaborative relationships;

Advise on potential fundraising opportunities arising from intel, forecasts and donor strategies;

Research, monitor, and utilize shifting donor strategy, funding, or regulatory information, and advise PDQ and Operations leadership of emerging trends that could positively or negatively affect the program

Coordinate with Operations team to ensure comprehensive (all relevant project documents and donor Guidelines) hand-over of project to Project Manager/ Operations point person and wider grant project teams;

Maintain an updated GAM folder for 100% of all opportunities (closed, ongoing and/ or pending grants);

Support GAM Manager to prepare Annual GAM target, Annual PNS Plan aligning to GAM business plan;

Others:

At least 2 years experiences working in the relevant positions in Nepal

Experience of developing concept notes / proposals for funding from bilateral and or multi-lateral donors.

Good knowledge and relevant experience securing bilateral and multi-lateral donors particularly USAID, DFID, EU, DFAT, World Bank and UN agencies

Relevant experiences on external engagement especially with international donors and host government.

Ability to manage pressures and to meet tight project proposals deadline.

Bachelor level university degree in a social science

Masters level degree in any discipline

Knowledge of Programme Design, Monitoring and Evaluation.

Competent in use of Microsoft Office computer programs including Word, Excel and PowerPoint

Strong written and oral command of English language.

Excellent analytical skills and ability to quickly grasp complex programme concepts across a range of sectors.

#### WORK ENVIRONMENT:

Full adherence to World Vision Child Protection & Adult Safeguarding, Code of Conduct and Conflict of Interest policies.

World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and

differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure. WVIN reserves all rights to qualify/

disqualify applications in any case.