



Plan International Vietnam Job Description

Job Title: Grant Specialist	Job grade: D1
Reports to: Business Development Manager	Working Location: Country Office
Unit/ Department: Business Development Unit	Effective date: 1/6/2014
Staff directly supervised (position): None	

Purpose: To support Plan Vietnam in business development/resource mobilization, including identifying funding opportunities, building relationships with potential donors and partners, developing proposals, and building staff capacity to mobilize resources to improve the lives of children, families and communities where Plan works.

Job Responsibilities

Resources Mobilization

- Support the Business Development Unit to lead fundraising/proposal development processes within Plan Vietnam.
- Draft key sections of grant proposals (such as the justification, strategy, activities, monitoring and evaluation plans, and logical frameworks) in close coordination with Plan's Program Department (technical specialists) and Program Units (staff located in the provinces).
- Develop the detailed budget and any other cost application components required, in close coordination with the Program and Finance Departments.
- Package grant proposals to suit the requirements of different donors, including working with the Communications team to develop separate marketing material aimed at different audiences (Plan national fundraising offices (NOs), institutional donors, corporations, etc).
- Coordinate the participation of potential partners (peers, government agencies, etc.) during the proposal development process.
- Research potential government, foundational, and corporate donors and identify grant opportunities locally and internationally.
- Lead the tracking of all proposal development activities to ensure effective communication between Plan teams.

Building Relationships

- Represent Plan Vietnam on grant matters, representing the interests of Plan Vietnam to Plan NOs (potential donor offices), donor organizations, and other stakeholders.
- Ensure successful on-going donor relationship management and 'ownership' of relations with donor representatives locally - building successful, proactive relationships which align donors' priorities with program needs.
- Conduct a mapping of donors with local representation and track ongoing outreach and relationship activities.
- Identify and build relationships with potential local NGO partners to facilitate Plan's competitiveness is aligned with future donor preferences.
- Manage the link between Program Units, National Offices, donors, and external networks.

- Develop and maintain a strong and professional image of Plan Vietnam among relevant donors.

Staff Development

- Strengthen the capacity of staff in building donor relationships, collecting intelligence for business development, developing sections of grant proposals, and managing/reporting on grant-funded programs and projects, in coordination with relevant departments.

Grant Management Support

- Support the BDU team members when necessary in ensuring the effective management of Plan's grant portfolio. Activities could include:
 - Monitoring grant project progress, implementation and reporting, with support of the Finance and Program Departments and Provincial Program Units.
 - Ensure grants comply with donor requirements.
 - Consolidate and analyze relevant grant information and disseminate where relevant within Plan in Vietnam.

Qualifications:

- University Degree in related fields.

Experience:

- Five years of professional experience, of which at least two should have been spent in a fundraising position in the development sector.
- Demonstrated track record of writing project proposals and obtaining grant funding for development projects from institutional donors.
- Demonstrated experience and success taking initiative and an interest in taking leadership roles.
- Experience working in Vietnam, with relevant donor agencies, and in identifying and developing fundraising opportunities.
- Substantial experience working in the NGO sector.
- Experience or desire to work with children and communities for child-related program and projects would be preferred.

Knowledge and skills:

- Fluency in English and Vietnamese: oral, written and spoken.
- Proactive and confident in taking initiative and exploring new opportunities. Demonstrates record of creativity and entrepreneurship.
- Promotes team work and cooperation.
- Clear and effective communication that builds relationships in order to influence others.
- Excellent writing skills and ability to formulate an argument in simple terms.
- Knowledge of the various donors interests, priorities and requirements.
- Knowledge of Vietnam, the Vietnamese culture (urban, rural, and business), as well as the funding environment.
- Negotiation skills at an advanced level.
- Conceptual and analytical skills.
- High level of computer proficiency.

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

LINE MANAGER

Name:

Signature:

Date:

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER

Name:

Signature:

Date: