



Position Description

Position: Resource Development and Communications Director

No. of vacancies: 1 (One)

Date of Announcement: Feb 25, 2022

Duration: One Year and Extendable

Location: Kathmandu

Reports to: National Director

Contract type: Anyone who is permitted to work in Nepal can apply.

Field Visits: 10% travel to project areas

Core Function: This position will be responsible for leading a small multi-disciplinary team to ensure the financial sustainability of the organization through direct and indirect donor cultivation, working in collaboration with Habitat's global funding network. A core function is overseeing the development and submission of multidisciplinary, and multi-collaborative grant proposals to external funding institutions, international and domestic corporations, as well as raising funds among Habitat's existing donors and network of organizations. This position will lead proposal-writing efforts and develop staff capacity to prepare successful grant proposals; write and edit proposal narratives, budgets with justifications; synthesize and submit proposal materials where relevant; and serve as liaison with the donors and Habitat Nepal during pre- and post-award periods. Strengthen internal donor report-writing capacities through coordination of information gathering, writing, and review/editing. Oversee the operations of the RD/Volunteer/Communications department to meet strategic targets and staff development goals.

Duties and Responsibilities:

Resource Development – (60%)

- Lead Habitat Nepal's Fund-Raising Strategy in pursuit of resources necessary to fulfill the Strategic Business Plan
- Identify and pursue funding opportunities, particularly among bi-lateral and multi-lateral donors.
- Raise funds from foundations, corporations and high net worth individuals in collaboration with the Habitat global funding network.



- Raise resources from domestic companies and entities in compliance with Habitat's policies and local legal laws.
- Guide Habitat Nepal's efforts to prepare successful proposals through coordination with relevant departments.
- Manage donor cultivation strategies, strengthen coordination internally and with implementation partners, and ensure timely and high-quality reports to donors. Institutionalize reporting into Habitat Nepal's Grant Management System.
- Develop and implement donor retention and reengagement strategy through donor stewardship and upgrade of existing donors.
- Guide and support Habitat Nepal's strategy to resume Global Village funding.
- Oversee strategies to increase US affiliate tithe giving to Nepal.
- Grow staff capacity to develop and write winning proposals and high-quality reports through modeling, coaching, and appropriate training opportunities.
- Lead and facilitate regular revenue reporting in collaboration with various fundraising units through pipeline and donor database management.

Communications, GV (Global Village) (30%)

- Promote the growth of the GV program in accordance with strategic goals (increased number of volunteers, building awareness, and raising resources for Habitat Nepal).
- Guide the development and implementation of Habitat Nepal's communication strategies to increase awareness and grow support for its programs.
- Oversee the design and production of related communications materials and messages, and ensure that these are appropriate in terms of content, audience, medium, language, tone, style and cost.
- Ensure the incorporation of Comms staff services into project budgets to reflect time costs of staff for specific projects.

Others (10%)

- Maintain a working knowledge of local, state, and national trends, demographics, and issues related to nonprofits, fundraising and mission-critical issues.
- Demonstrate sensitivity to the cultural and situational diversity of the donors and organization
- Provide supervision and oversight to staff, including job performance, planning, goal setting, monitoring, feedback, evaluation and development.
- Identify talent, plan for future staffing needs, and recruit high-caliber staff as needed.
- Participate as an active member of the SMT (Senior Management Team) of Habitat Nepal.
- Assume other duties as assigned.



Knowledge and Skills:

Skills and Competencies (Required):

- Excellent written, oral, and interpersonal communication skills.
- Ability to lead a team with multi-disciplinary specialists and coordinate outputs.
- Ability to tailor content to each donor's needs using existing and reference materials.
- Ability to work under deadlines and produce high quality results.
- Highly organized, detail-oriented, and self-driven.
- Willingness and ability to work closely with other departments, institutions, and across cultures.
- Ability to analyze and summarize research findings and recognize critical information.
- Strong computer skills, especially the MS Suite.
- Familiarity with web design and graphic design.
- Ability to think globally/regionally and look at the macro, strategic issues to inform strategy choices and management process.

Education Qualification and Professional Experience:

- A Bachelor's degree in any area that results in writing skills, including grammar, clarity and style and/or shelter-related subjects and/or international development.
- Minimum of 10 years of experience researching, developing and writing fundraising proposals, donor reports, and other related communications materials for nonprofit organizations, with at least 3 years in a senior management role.
- Direct contribution in successfully securing funding from bi-lateral and/or multi-lateral donors.
- Experience managing staff and coaching them in their professional development.

To apply, please refer to www.merojob.com/habitatnepal/ where you will also find the detailed position description.

This position is open until the organization finds a suitable candidate.

Women candidates are encouraged to apply.

Human Resources Department, Habitat for Humanity International Nepal

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities, and local candidates are



encouraged to apply. Only shortlisted candidates will be contacted for further steps in recruitment. Habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons.

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