**Vacancy Notice**

**Position: Manager, Resource Development (Fundraising)**

**Location:** Kathmandu, Nepal

**Job Type:** In-Country National

**Employment Type:** International Employment

**Job Function:** Government Relations, International National Organization, International Programs, Resource Development, Strategy

**Travel:** 40% travel across India, Srilanka, Manila and Bangladesh

### **About Habitat for Humanity**

[Habitat for Humanity](https://www.habitat.org/about/history), founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God’s love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.

**Core Functions**

The Regional Resource Development (RD) Manager works closely with the Asia-Pacific RD team and the National Organizations (NO’s) in the region in developing their RD strategy and pipelines through donor mapping, researching and analyzing donor priorities, identifying funding opportunities and working with country teams to conceptualize and pitch new programs and projects. This position reports to the regional RD Director who is based in the Asia Pacific office in Manila, Philippines.  
  
This position is ideally based in Kathmandu, Nepal. Habitat for Humanity may entertain alternate locations in the South Asia region where Habitat has an operating presence (India, Sri Lanka).  
  
The successful candidate will be offered an initial contract of one year and subject to renewal. The work arrangement for this position is hybrid, and flex-time schedule.  
  
**Essential Duties and Responsibilities:**

* Research donor priorities, regional and country strategies mapping to Habitat’s program framework, priorities and strategies and identify potential (thematic) areas for focus for new program/project development.
* Analyze donor requirements and procurement processes to identify funding channels and processes for (direct) funding, including opportunities to develop new programs and partnerships through match funding (co-financing with other donors).
* Work with National Directors, RD teams and program managers to support RD strategy development, profiling and donor engagement to raise awareness and market Habitat’s programs and services, and to pitch new programs/projects and partnerships.
* Link with AP RD colleagues to ensure (strategic) donor relations management at country level, where (priority) donor engagement builds on, and leverages, existing global and regional donor relationships, and takes a longer term, strategic view.
* Work with AP, NO’s RD, program and finance teams on developing and conceptualizing new programs/projects and coordinate the planning and project design process to ensure robust, high-quality concepts for submission.
* Coordinate proposal development for flagship (priority) projects, leading and facilitating the interaction between the different teams (global, AP, NO’s) involved in the process, and the engagement with donors and partners.
* Develop new approaches, tools and templates and guide, coach and train Habitat staff in RD best practice, including program, proposal development and donor engagement.
* Ensure effective data and information management through the Customer Relations Management (CRM) software and related tools.

**Minimum Requirements:**

* Education: Bachelor of Arts or Bachelor of Science (BA/BS) required, post graduate preferred.
* Years of experience: over 5 years of professional experience in fundraising, business development and/or program development.
* Direct experience of working in a non-profit organization or in the area of corporate social responsibility (CSR) and ideally, experience or exposure of working in a developing country context.
* Demonstrated track record in fundraising and program development working with or for corporate and institutional donors.
* Demonstrated planning, project management, coordination and facilitation skills, including leading proposal development processes.

**Preferred competencies:**

* Innovative, creative and analytical thinker
* Client oriented; excellent customer service mindset
* Strong research, analytical, presentation and negotiation skills
* Skilled in technology use (MS suite, internet, social media etc.)
* Outstanding oral and written communication skills (English)
* Working knowledge of customer relations management (CRM)
* Professional and personal conduct reflects HFH’s Christian principles and values.

**Safeguarding**  
In accordance with its foundational mission principles, Habitat for Humanity Nepal 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.  
  
We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work.  
  
In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.  
​​​​​​​  
Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.

**How to Apply:**

Interested candidates are requested to visit the below link and to apply through the online made available - [https://www.habitat.org/about/careers/manager-resource-development-fundraising-7693br](https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.habitat.org%2Fabout%2Fcareers%2Fmanager-resource-development-fundraising-7693br&data=05%7C01%7C%7C1e8966a2df2a4c33553f08dad360cd7e%7Cf192af348cfd43f2a3d39f13f2b46e71%7C0%7C0%7C638054710017163722%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=s9pN88nTnRdW3bUdUlZueLVsmcruo3f7f55uQmCX%2FO4%3D&reserved=0)

**Application submission deadline is 30 December 2022**