



## Institutional Fundraising Coordinator

- **Vacancy for:** 1
- **Posted on:** July 12, 2018
- **Deadline:** July 19, 2018, 11:59 p.m.

**Position:** Institutional Fundraising Coordinator

**Responsible to:** Country Director

### Role and Responsibilities:

- Conceptualize and develop institutional fundraising strategy for NLR Nepal
- Network and collaborate with Government Institutions, Donor agencies, I/NGOs, Private (individual) donors, and Corporates with funding perspective, nationally and internationally
- Establish and cultivate close relationships with government/corporates/institutions, responding to their requests, updating them about the work of the organization
- Identify potential donors nationally and internationally and conduct research on the prospective donors (through internet, newspapers, magazines, networking etc.)
- Develop quality concept notes, tailored funding proposals, liaising with the program and finance department to develop detailed project proposals & budgets, for submission to Institutional/ corporate/Government funding agencies.
- Manage application process
- Participate in Institutional donor meetings
- To promote the work of NLR through presentations, the writing of PR materials, press releases, advertisements and media campaigns.
- To engage, develop and maintain professional relationships with international funding organisations, local business organisations and local companies and other community organisations in order to promote the fund raising activities and organisation profile.
- Ensure that NLR is visible in technical working groups and motivate staff to attend
- Ensure that project-based donor reports are of high quality and fulfil donor requirements
- Review grant agreements, including initial review to ensure donor compliance
- Communication with donors and ensure timely request for adjustments to donor contracts when necessary
- Recording and reporting to donors regularly in appropriate format

### Requirements:

- University Master degree from recognized and reputed university
- At least three years of institutional fundraising experience in an I/NGO environment
- Effective proposal writing skills
- Verifiable and successful institutional fundraising, grant management, and donor liaison/ reporting track record
- Ability to work independently meeting the deadlines
- Excellent communication, networking and liaison skills
- Experience in corporate and private fund raising
- Well organized, communicative and excellent interpersonal working attitude
- Keen to take initiative and collaborate in a team
- Excellent knowledge and skill of IT including database software
- Fluent in English

### Terms and conditions

**Salary & conditions:** Competitive, matched within the NLR Nepal grading system.

**Note:** People affected by leprosy, person with disability and female candidates are highly encouraged to apply.

### Applying Procedure:

The applicant must send their latest resume with a covering letter which explains her/his track record in institutional fund raising and other fund raising skills and motivation that makes the candidate eligible for this post, in strict confidence within the deadline mentioned in the advertisement.

## Applying Procedure

Apply Link : <https://merojob.com/institutional-fundraising-coordinator/>

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