

NEPAL WATER FOR HEALTH (NEWAH)
Head Quarters Lohasal, Kathmandu

Job Description for the post of R&D and Fundraising Coordinator

Summary of Position

To be responsible for research & development (R&D), knowledge management (KM) and fundraising for NEWAH in line with its fundraising strategy (FR), multiyear plan (MYP) and NEWAH strategic plan 2022-2026.

Line Manager Reports to the Director

Job Responsibilities

- To develop and update a year wise fundraising plan and activities in line with NEWAH's fundraising strategy, multiyear plan (MYP), R&D Framework and NEWAH strategic plan 2022-2026.
- To assess donor landscape, approaching business, local authorities, trusts and individuals to secure funding.
- Compile and maintain a database of international and local donor organizations (international foundations, bilateral and multilateral agencies and private cooperation offering donations).
- Maintain and update the organization website regularly and observe the potential donor websites/information.
- To raise at least USD 100,000 fund by the end of July 2023 and review the existing fundraising strategy for the following years in close consultation and guidance of the director.
- To develop concept notes, project ideas, project proposals, business plan and ensure their timely submission to potential donors.
- To prepare report to donors as per their requirements and maintain a good empathy of a partner organization.
- To develop and update fundraising and communication materials such as brochure, poster, leaflets as required.
- To remain updated on local and global fundraising opportunities.
- To remain prepared with ready project proposals for submission to donors on demand at a very short notice.
- To network and establish link and communication with major donors in country & with possible collaborative partners.
- To work in coordination and harmony with every staff at all levels.
- Responsible for research & development and knowledge management of the organization.
- Develop and update R&D and KM framework, implement and monitor the planned activities.
- To conduct research activities at field level and synthesize the learning, organize learning sharing workshop/meetings and knowledge management activities.
- Explorer innovative and creative ideas about R&D, KM and FR activities.
- To carry out other duties as assigned by the line manager.

Person Specification

Academic Qualification and Experience:

- At least Bachelor's degree in any discipline from recognized university with minimum five years' of work experience with I/NGOs (development sector i.e. R&D, proposal writing, fundraising) within that minimum two years of experience in the fundraising.
- Well knowledge about the working approach of development sector (I/NGOs), familiar about the fundraising system and approach.
- Preference to candidates who have hands-on experience in developing winning proposals.
- Experience in WASH sector would be an advantage.

Others:

- Excellent communication, writing and presentation skills in both English & Nepali.
- Computer skill in Word, Excel, Power Point etc.
- Ability to develop proposals and concept notes.
- Ability to work hard under pressure to meet deadlines, be creative, innovate and proactive.
- Ability to initiate and complete task to a high standard with minimum supervision.
- A genuine interest in development and empathy with NEWAH's work and ethos.

Duty Station and working condition

- This position is based in NEWAH Headquarters, Kathmandu with occasional visits to the field to understand NEWAH's working approach and to conduct R&D activities and prepare proposals based on the ground reality.

Expected Joining Date: From 1st August 2022

Probation Period: Six Months

Salary and Benefits:

As per organization rule.