

Job Description

Organizational unit	LWF Nepal/ Country Office
Position Title	Resource Mobilization and Communication Officer
Grade/Step	8/0
Duty Station	LWF Nepal, Country Office, Kathmandu
Reports to	Thematic Coordinator

OVERALL

Resource Mobilization and Communication Officer is responsible for fundraising and development of proposals within the strategic framework for LWF Nepal, and as a communication focal point for LWF Nepal. The main responsibilities of the position are for Resource Mobilization (80%) and Communications and Documentation (20%).

SPECIFIC:

Resource Mobilization (80%)

- Keep abreast of relevant resource mobilization opportunities and maintain up to date donor maps and files.
- Design and develop dynamic and attractive fund-raising materials (including online and printed materials) tailored to meet the needs of attracting new donors for LWF Nepal (including foundations, private/corporate and other).
- Gather relevant narrative and statistical information to be used to populate new funding proposals that require evidence and information on LWF Nepal's relevant experience (or track record) in the various sectors (e.g. food security, livelihoods, protection and social cohesion, etc.).
- Update and manage this information so that it is always available, and can be easily repackaged for use in new donor applications and project proposals.
- Organize needs assessment and studies as required for purposes of resource mobilization.
- Where required, coordinate needs assessments, project design workshops and external stakeholder consultations to support project design process.
- Develop proposals for new and existing donors, in coordination with partner organizations, the relevant LWF Nepal staff. Ensure that proposals are developed to donor standards and comply with capacities of partners and resources.
- Ensure that proposals components are duly aligned between narrative, log frame, work plans, and budgets.
- Coordinate closely with Program, Projects, Technical Units, Finance, Administration and Human Resources to ensure funding proposals are in alignment with policies and practices.
- Participate in donor liaison meetings and inter-agency coordination forums, whenever needed.
- Coordinate and network with relevant stakeholders for purposes of supporting proposal writing.
- Seek opportunities to partner with ACT Alliance and other INGOs/NGOs/ private sectors in consortiums as appropriate.
- Actively liaise with the World Service Global Funding Unit in Geneva and with online, regional and country based donors to facilitate resource mobilization for LWF Nepal.
- Review and support small grant applications from local partners and assist them to improve their project design and management.
- Assess and analyse both successful and failed concept notes and funding proposals for learning purposes.
- Recommend detailed resource mobilization strategies in order to sustain the program.
- Actively build the resource mobilization capacity of the management team members.

Communications and Documentation (20%)

- Improve, update and maintain LWF Nepal website in collaboration with the person responsible for IT.
- Identify how knowledge products can be reformatted (including translation) for different audiences and other communication channels.
- Coordinate for feature stories/human interest stories and best practices/innovations for communication and exchanging knowledge and experiences of projects intended to achieve.
- Produce program/project intro, briefs and periodic fact sheets in consultation with respective staff.
- Produce fact sheets for LWF Nepal's strategic programmatic areas (Quality Services, Livelihoods, Protection/Social Cohesion) and for other relevant organizational areas as required.
- Coordinate for dissemination plan and delivery of the knowledge products which includes uploading all outputs to LWF website/ Newdea or any other officially approved appropriate dissemination techniques including online social media.
- Coordinate with other stakeholders (i.e. government, academia, INGOs, civil society organizations and research institutions) to share the projects' knowledge as well as to encourage them on capturing and disseminating learning and knowledge related to LWF Nepal's programmatic areas.
- Ensure LWF's and donors' visibility requirements and compliances with regard to communications.

Organizational Policies, Compliances. Safeguarding and Code of Conduct

- Ensure LWF policies and procedures are understood and applied at all times.
- Ensure the compliance (i.e. government, donor, organizational policies, procedures and requirement), including safeguarding and code of conduct, PSEA, child protection policy, finance manual, procurement manual, HR manual, and the Newdea.
- As a LWF Nepal staff, provide proactive feedback and reporting to the LWF Nepal Senior Management Team for any risks and internal/external issues around project/organizational reputation as well as any solutions to overcome it.
- Carry out other responsibilities as assigned by the Thematic Coordinator and Country Director or his/ her delegate as per the need of the organization.

Minimum Qualifications and Skills

- Master's Degree in Development Studies, Social Sciences, or other relevant subject with 3 years or relevant experience in M&E and documentation, resource mobilization, communication with a strong preference of experience from an International NGO and/or Humanitarian work.
- Proven track record in fundraising, resource mobilization and communication approaches.
- Good knowledge of institutional mandates, policies and guidelines related to fundraising, documentation and communication.
- Good skills in organizational profiling and communication through knowledge and niche management, visibility and media partnerships.
- Ability to work in a flexible but organized and responsive manner under pressure and in stressful situations where priority setting is required.
- Solid understanding of rights-based programming and development.
- Good understanding of gender equity and social inclusion.
- Proven track record in coordination, liaison and networking.
- Very good computer skills, excellent written English and Nepali, and communication and facilitation skills.
- Willingness and enthusiasm for taking additional responsibilities as per organizational needs.

Note: The job description is subject to revision as per the requirement of LWF Nepal.