Job Opportunity

FPAB

Protects Sexual and Reproductive Health Rights

Member Association of IPPF International Planned Parenthood Federation

Director – External Affairs and Resource Mobilisation

The Family Planning Association of Bangladesh (FPAB) is the largest family planning non-government organisation in Bangladesh, providing reproductive health information and services to over 10 million people. As an accredited member of the International Planned Parenthood Federation (IPPF), FPAB handles projects funded by large international donors and unilateral organizations.

To operationalise its multi-facetted resource mobilisation strategy, FPAB is looking for Director – External Affairs and Resource Mobilisation

Under the supervision of the Director General, the Director (EARM) will:

- Manage and leverage strategic aspects of FPAB's profile with donors and critical stakeholders
- Increase the resource base of FPAB and provide technical and specialised resource mobilisation skills to increase the diversified funding of FPAB from all sources.

Key functions and responsibilities

1. Research, establish and develop contacts and good working relationships with private and public existing and potential donors including civil servants, parliamentarians, ministers, foundation staff and trustees.
2. Network with key payers associated with, or a part of, the Development Sector, in order to develop strong and sustainable partnerships.
3. Increase the resource base of the FPAB and provide technical and specialized resource mobilisation skills to increase the diversified funding of the FPAB from all sources.
4. Function as a part of the Senior Management Team of the organisation, and guide and support programmatic staff to leverage the organisational profile.
5. Research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals, from the public and private sector.
6. Take responsibility for development and implementation of the FPABs Resource Mobilization goals and strategy.
7. Review, monitor and document donor funding, policies and trends.
8. Directly manage the Project Resource Mobilisation Awareness (RMA) in consultation with the National Advisor (RMA).
9. Support the development of projects for restricted funding with FPAB staff, IPPF South Asia Regional Office including developing, reviewing and editing log frames, budgets and narrative text as per the donor requirements.
10. Ensure all contractual requirements of restricted projects are met including meeting reporting deadlines.
11. Review, monitor and document donor funding, policies and trends.
12. Undertake any other reasonable duties as may be requested from time to time.

Education and qualifications:

- Post graduate degree in Business Administration or a related subject
- Relevant experience in Public Relations and/or Marketing
- First-hand experience in developing proposals for international donors and managing donor relations

Skills:

- Excellent interpersonal skills – required to network with contacts for whom English is not the first language. Tactful and sensitivity essential.
- Excellent written communication skills essential. Ability to write complex, multi-dollar applications to donors
- Excellent time management skills required to meet tight deadlines essential.
- Good analytical skills essential.
- Good IT skills to include Excel, Word and use of databases desirable.
- Grant management experience essential.
- Competent in use of log frame desirable or developing projects essential.
- Fluency in English and local language essential.

Personal Competence: Willingness to travel around 25-30 days in a year.

Remuneration package: Depending on experience and capabilities, up to Bangladeshi Taka 70,000 per month (inclusive of benefits).

Those who are interested to apply for the above position should submit their CV, along with a short covering letter, in a sealed envelope superscribed with the position applied for. Your application should reach by courier, fax or e-mail within May 3, 2008 at the following address : Director General, FPAB, 2, Naya Paltan, Dhaka-1000, Bangladesh. Fax : 88-02-8313008, E-mail: masud@fpab.org

Closing Date : May 3, 2008