

# Resource Acquisition Manager, WV Haiti

Location: [Central/South America] [Haiti]

Category: Field Operations

Job Type: Fixed term, Full-time

## **PURPOSE OF POSITION:**

The Resources Acquisition Manager contributes to the fulfillment of the Resources Development Department's goal and objectives with special focus on special projects and grants. Under the supervision of the National Director, the overall responsibility includes management of the Resources Development function of the Haiti program, networking, donor relations and coordination of proposal writing.

## **MAJOR RESPONSIBILITIES:**

- Identify institutional donors and opportunities and lead in the development of concept papers and prepare proposals to major donors (International governments, multi- and bi-lateral donors, private international foundations, and WV Support offices) as required.

### ***Conduct external engagement and positioning in her/his efforts to:***

- Develop and enhance the relationships with the donors over time to improve chances of success and develop actions to grow and ensure retention of donors/sponsors to increase the raising of financial resources.
- Represent WV and networking with the Consortium of Humanitarian Agencies, all multi-lateral and bi-lateral agencies and international NGOs, consortium of NGOs, and local donor delegations, forums and consortium.
- Promote the development of strategic alliances and relationships with other NGOs, UN agencies and others bilateral and multilateral agencies through report and information exchange and learning.
- Participate in internal and/or joint agency assessments, task - force teams, workshops, etc.

- Ensure that grants and PNS are properly planned and implemented to meet agreed upon result, timeline and budget indicators.
- Ensure that project documentation is up to date and audit compliant and provide support in the management of the grant portfolio.
- Lead the implementation of the technical branding initiatives by working with Operations, DME and Public Engagement by reviewing and inputting documents (press releases, annual reports, technical briefs, pieces of research, etc.) that
- present the evidence of the impact of WVH operations.
- Build capacity of technical staff and the GAM Program Officer in Grant acquisition, including Proposal Development.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Bachelor's Degree in Business Administration, Development Studies or equivalent.
- Excellent analytical/problem-solving skills and attention to detail in the development of written documents.
- Fluency in English; knowledgeable in French language (oral and written).
- Expresses ideas expresses ideas, thoughts and concepts clearly and effectively in writing using correct and appropriate grammar, structure and spelling.
- Demonstrates proficiency in computer applications including use of Microsoft Office Suite.
- 5 years proven experience with International NGOs/UN in emergency relief projects, community development or related field.
- Experience in program management and implementation of multi-sectoral emergency response projects (USAID/CIDA/EU/IDB/WB).
- Previous experience working in complex rehabilitation/development settings.
- Well versed with Logical Framework Analysis tool, Performance Measurement Frameworks and budget management.

#### ***Preferred Skills, Knowledge and Experience:***

- Previous experience of working with international NGO or major donors.

***Work Environment/Travel:***

- The position requires ability and willingness to travel domestically and internationally up to 30% of the time.