

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 (FR) for NEWAH in line with its business plan and fundraising strategy, 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 business plan/ fundraising strategy, multiyear plan (MYP), R&D Framework and NEWAH strategic plan 2022-2026.
- To assess donor landscape, approaching business, local authorities, trusts, foundations, and individuals to secure funding.
- To establish network, link, and communication with major donors in country & with possible collaborative partners.
- 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 and social media regularly and observe the potential donor websites/information.
- To review the existing business plan/ fundraising strategy/ strategic plan 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.
- Assist in preparing and finalizing the Annual Progress Report of the Organization.
- To prepare reports 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 brochures, posters, 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 very short notice.
- To work in coordination and harmony with every staff at all levels.
- 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:**

- Master's degree in any discipline (preference to academic background from environmental science, public health, water resource management) from recognized university with minimum three years of work experience with I/NGOs (development sector i.e. R&D, proposal writing, Knowledge Management) having minimum one year of experience in the fundraising.
- Well knowledge about the working approach of development sector (I/NGOs), familiar about the fundraising system and approach.
- Preferable to candidates who have hands-on experience in developing winning proposals and R&D works with good publications.
- Experience in the WASH sector would be an advantage.

Others:

- Excellent communication, writing and presentation skills in both English & Nepali.
- Computer skills in Ms. Word, Excel, Power Point, SPSS (data analysis software) 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 tasks 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 24th June 2024

Probation Period: Six Months

Salary and Benefits:

- Salary and other benefits as per the rules of the organization.

NEWAH is committed to equity and inclusion within its workforce and encourages qualified female and candidates from disadvantaged backgrounds to apply.