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**November 2021**

**Mae Tao Clinic Organizational Setting**

The Mae Tao Clinic (MTC) is an internationally renowned community-based organization (CBO) that provides and advocates for an equitable and essential health system, education and protection for vulnerable and displaced people living in the Thai-Burma border area and Eastern Burma. MTC addresses the needs and human rights of these people through comprehensive programs and a collaborative approach with local, national, international and government bodies.

Job Title	<b>Assistance Manager of Fundraising Grants</b>
Location	Mae Tao Clinic, Mae Sot, Tak, Thailand
Date of joining	As soon as possible
Supervised by	Fundraising & Grants Manager and Deputy Director of Community Operation
Reports to	Fundraising & Grants Manager and Deputy Director of Community Operation
Pay Grade/ Compensation Level	Manager 2 / THB 15,000
Summary	The position will assist the manager in facilitating grant management, including grant proposal and donor report, liaising with the team and relevant department to monitor implementing the project, and helping raise funds and identify potential donors.
Job Specific	<p><b>Donor Reporting &amp; Proposal</b></p> <ul style="list-style-type: none"> <li>● Identify grant opportunities together with the F&amp;G manager</li> <li>● Responsible to ensure and monitor donor report schedule together with the team; update schedule regularly, notify persons responsible and follow up with implementing departments/partner organizations</li> <li>● Assist with preparing donor reports (project, 6 month, annual)</li> <li>● Responsible for maintaining donor management spreadsheet and donor agreements</li> <li>● Responsible for managing the donor agreements, proposals and reports in Google Drive</li> <li>● Assist with preparing grant proposals including budget plan with the finance and relevant department(s)</li> <li>● Responsible for communicating with donors/submitting grant related documents (proposals/reports) in absence of the F&amp;G manager</li> <li>● Follow up with each department to monitor implementation of the funding, budget, expenses, and organization's budget shortfall and needs</li> <li>● Proofread and edit patient, student and staff case stories for donor report</li> </ul> <p><b>Fundraising</b></p>

	<ul style="list-style-type: none"> <li>● Support income generation activities</li> <li>● Cooperate with Marketing coordinator to facilitate in-kind donations; liaise with donors and send updates on use of donation</li> </ul> <p><b>Donor Liaison</b></p> <ul style="list-style-type: none"> <li>● Answer donor queries</li> <li>● Assist with hosting donor visits</li> <li>● Assist with donor meeting arrangements</li> <li>● Issue thank you letters for donors</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>● Work closely with the Finance Department to monitor grant report requirements</li> <li>● Proofread postings and assist in managing MTC Facebook</li> <li>● Update online mailing list quarterly</li> <li>● Attend monthly management meeting, communicate and work closely with program implementing teams and operation team to maintain updated information on the progress of all MTC projects to keep the F&amp;G team updated</li> <li>● Assist to respond and manage the official fundraising email</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>● Prepare Board Meeting Minutes if requested</li> <li>● Interpret for general meetings and workshops as necessary</li> <li>● Translate general reading materials if requested</li> <li>● Assist F&amp;G manager in preparing acknowledgement letters, recommendation letters and letters requested by partners and international acquaintances</li> </ul>
Education	A Bachelor degree in a relevant area (e.g., community development, public health, international relations, etc.)
Work Experience	<ul style="list-style-type: none"> <li>● Minimum of 2 year of relevant work experience related to grant management. Work experience in CBOs, CSOs, EHOs, or NGOs is preferred</li> <li>● Experience in writing proposals and familiarity with donor reporting, budget planning, M&amp;E is preferred</li> <li>● Demonstrated interest or experience in healthcare, social services and human rights</li> </ul>
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> <li>● Experience with Microsoft Office suite (Word, Excel and PowerPoint) is required</li> <li>● Working experience with organization social media management, especially Facebook page</li> </ul>
Language(s)	<ul style="list-style-type: none"> <li>● Excellent Burmese communication (oral and written) skills</li> <li>● Advanced English language level</li> <li>● Basic understanding of Thai language is a plus</li> <li>● Knowledge of ethnic language is a plus</li> </ul>

Motivation	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• The ability to work quickly and independently and be a good team player</li> <li>• Interest in interacting with foreign visitors and donors</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Other duties as needed</li> <li>• Possessing a stay permit in Thailand is preferred</li> </ul>
<b>Application Details</b>	
<b>How to apply</b>	<p>Please send your CV and covering letter to <a href="mailto:recruitment@maetaoclinic.org">recruitment@maetaoclinic.org</a> and copy to <a href="mailto:fundraising@maetaoclinic.org">fundraising@maetaoclinic.org</a></p> <p>Using the subject line “<b>Assistance Manager of Fundraising Grants</b>”</p> <p><b>Deadline of Application</b></p> <p>Applications will close on 20 November 2021. Only shortlisted candidates will be contacted for interview.</p>