

December 2019

## Mae Tao Clinic

### Organizational Setting

The Mae Tao Clinic (MTC) is an internationally renowned community-based organisation (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.

### Role Summary

The Fundraising & Grants Manager is responsible for increasing and diversifying annual income of approximately US\$ 2.5 million from a range of donors, including government, INGOs, private foundations and individuals.

Managing grants means the overall management of donor relations, communications and funding, ensuring compliance with grant agreements and fulfilment of donor needs.

The Fundraising & Grants Manager reports to the Deputy Director –Community Operations, but also works constantly with all the senior management team.

### Working week and location

The role requires you to work Monday to Friday 9–5, but due to the nature of some donors and other demands, it can mean working outside these hours.

The role is based in Mae Sot, Thailand. There are occasional requirements to travel in Thailand, and potentially in the region for donor liaison.

### Role & Responsibilities

- Work closely with programme and data staff to develop project plans and indicators of achievement; prepare narrative programme and project proposals and logical frameworks
- Strengthen monitoring and reporting systems to timely deliver quality project, programme and annual reports
- Improve MTC communications through the website, social media and other materials
- Collaborate closely with the finance department to assess the funding status and to ensure coherence between financial and narrative reports and proposals
- Conduct prospect research, expand online fundraising and cultivate high-net worth individuals to increase the donor base
- Build capacity of staff to improve fundraising, communications and grant management skills at local level
- Assist with advocacy materials such as reports and press releases

## Fundraising & Grants Manager Job Vacancy



### Qualifications & Experience

- University graduation in an applicable discipline with at least three years related experience or an equivalent combination of education, training and experience
- Minimum 2 years direct fundraising/ grant management experience
- Experience of working with a variety of funding agencies including government, foundations and NGOs, desirable
- Ability to independently apply a broad knowledge of fundraising practices and principles
- Experience working with community based organisations
- Patience, understanding and experience working in cross-cultural environments
- Excellent analytical, organisational and time management skills
- Ability to coordinate and work of others
- Ability to exercise a high level of tact and discretion in both internal and external interactions
- Ability to create and maintain good working relationships with a variety of internal and external constituents
- Excellent English written, verbal and interpersonal communication skills
- Minimum 2 year commitment

### Administrative arrangements

Mae Tao Clinic is a low resource environment.

A salary of 40,000 THB/month will be offered. Additionally, one plane fare to your nominated home base will be given after one year of service.

Start Date: January 2020.

### To Apply

To apply for this job please send your CV and covering letter to [recruitment@maetaoclinic.org](mailto:recruitment@maetaoclinic.org) using the subject line "Fundraising and Grants Manager".

Further information about Mae Tao Clinic can be found at <https://maetaoclinic.org/>