



Karen Human Rights Group

Documenting the voices of villagers in rural Burma

**Job Vacancy Announcement
Grant Manager
May 2018**

The Karen Human Rights Group (KHRG) is an independent community-based organization, established in Karen State in 1992 and operating in southeast Burma/Myanmar. KHRG works with villagers in rural Burma/Myanmar to strengthen their ability to claim their human rights, documenting their human rights situation and conducting local and international advocacy. In 2013, we won the Asia Democracy and Human Rights Award from the Taiwan Foundation for Democracy. More information about us and our work is available online at www.khrg.org.

The Grant Manager position is a full-time position based in Thailand. This post holder must possess a Myanmar passport or Thai passport/ID. The successful applicant should ideally be prepared to commit two years to working for KHRG. The post-holder will be responsible for managing the current funding donors, while exploring alternative funding sources, bringing in new funds and developing a fundraising strategy for the future.

The applicant should be highly motivated and able to work both in a team and with little supervision. The applicant should have experience writing funding proposals, mobilizing individual and institutional donors, maintaining communication with funders and monitoring grant requirements. Knowledge of funding or finance is important and the applicant should be confident in their ability to learn quickly.

Main Responsibilities

1. Implement KHRG's fundraising strategy and develop the strategy where necessary. This may include securing funding from international and local donor organizations, private and individual major donors and small donations.
2. Increase KHRG's funding base and profile among donors. Prepare funding proposals in cooperation with other staff and search for new funding opportunities for the organization. Develop new relationships with new donors.
3. Maintain and build relationships with donors by monitoring responses, proactively communicating successes and needs, and ensuring report deadlines are met.
4. Liaise with project staff to understand project objectives, plans and budgets. Ensure yearly funding proposals are available and up-to-date for each project.

5. Assist in the monitoring and evaluation of project activities and progress in order to prepare funding reports for submission to donors.
6. Cooperate with the Finance Manager to create and review budgets and budget allocations, keep track of funding needs and give assistance regarding donor compliance.
7. Participate in management meetings including bi-annual strategic planning sessions and play an active, productive role in KHRG's inclusive management decision-making process.
8. Attend donor meetings both in Myanmar and Thailand as needed. Write donor meeting reports and provide an update to all staff during management meetings regarding donor information and any changes that occur during the donor's funding period.
9. Write donor reports according to the donor's reporting timeline provided in the grant contract
10. Ensure all donor contracts are systematically organized.
11. Coordinate with Logistic and Admin Officer to keep track of the KHRG's fundraising products (t-shirts, photo books, postcards) and ensure there is a sufficient supply of KHRG products to meet customer demand.

Knowledge & Experience

1. Minimum of two (2) years relevant work experience, preferably in proposal writing, donor reporting, or donor liaison for a local or regional human rights CBO/NGO.
2. Previous fundraising experience and/or a good knowledge of donor management, project cycle management, monitoring and evaluation, budgeting, financial management and accounting.
3. Knowledge of the rural human rights situation in Burma/Myanmar, particularly knowledge of economic, social and cultural rights and development.

Essential Skills

1. Strong oral and written skills combined with good interpersonal communication skills in Karen, Burmese and English.
2. Proficiency with Microsoft Office (Word, Excel, PowerPoint), email, and internet research.
3. Strong professional communication, including via email, phone and in-person meetings.
4. Willing and able to travel both in Myanmar and Thailand as needed.

Abilities

1. Ability to work independently to meet deadlines and respond promptly to requests as necessary.
2. Self-motivated, creative, well-organized, and able to function under pressure while managing multiple tasks.
3. Approaches work with a positive and proactive attitude, capable of working well with and listening to others.
4. Ability to actively use critical thinking in a consensus decision-making process in a multicultural environment

Salary

Salary for this position is provided at a locally competitive rate for NGO employees. Initial salary will be based on experience and skill level, rising over time commensurate with performance. The position includes 4 weeks per year of paid vacation leave. Visa costs will also be covered. Other benefits can be discussed with applicants who are shortlisted for the position.

To Apply

Applications should include a cover letter (max one page) stating why the applicant is interested in the position and their relevant experience with fundraising or grant management along with a detailed CV (max two pages) with two professional references. Referees will not be contacted without notifying the applicant in advance. Due to the high volume of applications received, only short listed candidates will be contacted for an interview. Please send applications to applications@khr.org by June 15th, 2018, with the subject line 'Grant Manager – Application'. If you have any questions or wish to discuss the position in more detail before applying, you may contact KHRG at kawkter@khr.org.