

Educo Bangladesh is looking for a ‘Coordinator – Resource Mobilization’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 12 districts of the country. In 2021, Educo Bangladesh has 5 external funded and 11 internal funded projects.

Currently, we are looking for a ‘**Coordinator – Resource Mobilization**’ to explore and capitalize the income resources for Educo Bangladesh.

Name of Position	Coordinator – Resource Mobilization
Number of Vacancy	01
Job Location	Country Office, Dhaka, Bangladesh
Report to	Manager – Program Development
Contract Duration	Initially 02 Years. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
Working Conditions	Major part of the job will be in Country Office and occasionally required to visit project sites and other new locations for geographical expansion.

Purpose	Engagement	Delivery
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Purpose	Title	Coordinator – Resource Mobilization
Purpose	<p>To explore and capitalize the income resources for Educo Bangladesh from institutional, foundation and corporate donors through maintaining consistent communication channel, including maintaining relationships with existing and potential donors. This will involve building relationships/partnerships with likeminded and value adding NGOs, INGOs, institutions and academy to have appropriate consortium required for different call submissions. All possible sources of funding must be explored, ensuring alignment with Educo’s global priorities, resource mobilization strategy, policies and strategies, as well as those for the country (GIF, GPF, and CPF).</p> <p>Update country’s resource mobilization strategy and approach in collaboration with line manager and head quarter that aligns with the donor’s interest and priority. Also explore and map the donors/INGOs/NGOs/ relevant institutions/ academy/ innovations/ Govt. organizations as well as prepare related documents to obtain resource. Build interpersonal relationship and capacitate in house team to explore all sorts of possible cooperation and meet the resource requirements.</p>	

Engagement	<p>Keep and enhance committed relationship with institutional, foundations and corporate donors (local and international) through whatever means appropriate by maintaining communication channel.</p> <p>Facilitate communication with partners/consortium members (meeting follow-up, documentation exchange, scheduling) according to the assignment.</p> <p>Connect with the multi-disciplinary program teams and other relevant departments [Finance/Communications/HR etc.] with due concern of line manager to obtain necessary support to make the resource mobilization department function consistently. Engage program and project leaders (part of the core Res Mob team) in proposal/EOI development.</p>
Delivery	<p>Explore technical assistance to Educo's programs as per as per the requirements through proper chain of communication.</p> <p>Perform on assigned task to meet HO/donors' requirements of quality reporting and queries with support of the department Head.</p> <p>Keep an eye out for all sorts of possible founding opportunities through online and offline sources. If any feasible call for proposals is released that aligned with organization strategy should be shared as soon as possible to line manager with short summary.</p> <p>According to the assignments, support to initiate for realistic analysis of context, problems, risks, stakeholders and needs (produce report of those analysis) as the process of quality proposal development.</p> <p>Update the donor mapping and support to have effective resource management tools such as operational manuals, strategy papers, frameworks, policies, and regulations updated regularly to be consistent with donors' funding trends.</p> <p>Assist the program team in budget preparation, especially that related to external funding.</p> <p>Update consortium database, call status database and in-kind data base, and share with senior management team.</p> <p>Meet the deadline of submission of concept note/EOI/project proposal with collaboration of other team members of Educo.</p>

Job Summary:

The Coordinator – Resource Mobilization under direct supervision of Manager – Program Development, will explore and capitalize the income resources for Educo Bangladesh from institutional, foundation and corporate donors through maintaining consistent communication channel, including maintaining relationships with existing and potential donors. S/he will involve in building relationships/partnerships with likeminded and value adding NGOs, INGOs, institutions and academy to have appropriate consortium required for different call submissions. S/he will regularly update the donor mapping and support to have effective resource management tools such as operational manuals, strategy papers, frameworks, policies, and regulations updated regularly to be consistent with donors' funding trends.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Develop Educo Bangladesh's resource strategy as per Organizational priority	<ul style="list-style-type: none"> ▪ Contribute to develop and implement organizational strategic and planning process. ▪ Update and implement country resource mobilization strategy, aligned with GIF, GPF and CPF and donors' preference to mobilize fund internationally and locally. 	5%
2.	Exploration and Obtaining of funds	<ul style="list-style-type: none"> ▪ Analyze different donors' prospects, their priorities that align with Educo's strategic goals according to GIF, GPF and CPF; to produce extensive institutional donor profiles. ▪ Increase Educo's branding/familiarity/visibility with the donor. Developing/publishing materials for sharing external stakeholders. ▪ Explore opportunities that have been untapped (innovation, private sector involvement, research) ▪ Evaluate prospects for corporate, foundation, and government funding, using all resources available and accessible. Maintain network/relation with INGOs/NGOs through proper communication chain to receive notification of funding opportunities and to make Educo visible. ▪ Explore upcoming opportunities and bring it to the attention of the team (local & regional) with due concern of line manager for decision of next steps. Explore opportunities for local sources of funding through partners. ▪ Liaise with possible donor community and Head Office through line manager to receive timely updates on new funding opportunities and develop proposals/concept notes according to HO funding plan. 	25%
3.	Networking with INGOs/NGOs/GO and Other Relevant Actors	<ul style="list-style-type: none"> ▪ Support to initiate mapping of the donors/INGOs/NGOs /innovations/Govt. organizations. ▪ Assist in maintaining relationships with current donors and strategize to form new alliances with newly targeted donors. ▪ Develop and foster relationships with institutional funders to ensure their attention. ▪ Facilitate communication with potential and existing partners/consortium members (meeting follow-up, documentation exchange, scheduling). 	20%
4.	Proposal Development and Portfolio Management	<ul style="list-style-type: none"> ▪ Facilitate the GO/NO-GO process, and rigorously assess the criteria of the call for approval to go forward from senior management. ▪ Interpret fundamental donor regulations and requirements and apply them to specific situations for timely resolution to key award issues. ▪ Develop concept note/EOI, project proposal in collaboration with program and Finance & Admin team. ▪ Coordinate with different program teams for proposal development and review processes, ensuring necessary inputs happen in timely and effective manner. ▪ Play proactive role on donor compliance requirements, donor assessment criteria and expectations, to ensure high quality 	30%

		<p>proposals. Ensure value addition in proposals, especially those where Educo is short on experience or competitive advantage.</p> <ul style="list-style-type: none"> ▪ Communicate and involve consortium partners in proposal development (if assigned). ▪ Develop and update consortium/partner database to identify and communicate with potential partners while responding to calls. ▪ Ensure effective portfolio management and compliance with donor requirements. ▪ Share required communication materials with key donors and organizations to capitalize on future funding opportunities. 	
5.	Reporting and Monitoring	<ul style="list-style-type: none"> ▪ Update and upgrade call status database to understand the proposal status at a glance and share reporting charts/call updates to all concerned. ▪ Ensure all reports are produced in time (as per agreement with donor) in collaboration with program team. ▪ Prepare year-end report on resources mobilization area through sharing and feedback mechanism. ▪ Initiate necessary documentation (as per the assignment) and sharing of key meetings, lessons learned, etc. ▪ Co-ordinate with respective program team in order to ensure budgets are correctly allocated and aligned. ▪ Coordinate with MEAL team by providing timely updates 	10%
6.	Capacity Development	<ul style="list-style-type: none"> ▪ As per the assignment, provide technical support to different program teams relating to resource managing. ▪ Provide technical support to line manager for capacity building of Educo staff of different departments relevant to proposal development. ▪ Facilitate capacity development process of implementing partners. ▪ Sharing resource mobilization process and tools with the Educo staff. 	10%

Perform responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination
Transparency
Dynamic Spirit

Education:

Master’s degree in any discipline.

Experience and Requirements:

- ✓ A minimum of five (05) years of relevant work experience, preferably in development field focusing on resource mobilization
- ✓ Knowledge of fundraising information sources, proven experience with proposal writing for institutional donors
- ✓ Proven track record of institutional donors
- ✓ Financial skills including budget development, and monitoring of spending across award portfolio, Experience in program development and reporting
- ✓ Have knowledge on different stakeholders [NGO/INGO/Innovation/Govt.] working in various sectors of development field. Demonstrated ability to successfully initiate and maintain positive relationships with different stakeholders is vital to effective performance
- ✓ Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work cooperatively with team members is required
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Promotes knowledge management a learning environment in the office through leadership and personal example
- ✓ Have skill to prioritize tasks under pressure and to understand the situation and act accordingly as well as promptly
- ✓ Actively works towards continuing personal learning and development and applies newly acquired skills
- ✓ Capacity to balance work-life and Positiveness in feedback mechanism
- ✓ Resourcefulness, leadership, initiative, proactive, empathetic and maturity of judgment

Language:

- Position requires both English and Bangla at advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Knowledge of basic fundraising techniques and strategy
- Advanced Knowledge on donor requirements and reporting
- Knowledge on development activities in Bangladesh and key stakeholders
- Must have good knowledge statutory rules and regulation related to NGO funding in Bangladesh ability to comply with

Salary and Benefits:

Monthly Gross Salary is **BDT 77,569 (Taka Seventy-Seven Thousand Five Hundred and Sixty-Nine only).**

Plus: PF (10% Contributory), Gratuity, 02 Festival Bonuses, Insurance, and others admissible benefits as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

Instructions to Apply:

- 1) Two referees (non-relative) must be mentioned in CV; one must be your latest supervisor
- 2) CV must contain Recent Photograph
- 3) Please go through the job contents carefully before applying

Interested candidates only who meet the requirements are requested to apply through below link

Application Deadline: January 08, 2022

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Online](#)

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy and Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**