

JOB DESCRIPTION

Job Title:	Regional Resource Development Manager
Location:	Chiang Mai, Thailand
Department:	Asia Regional Office
Job Grade/Salary:	International/TBD
Contract Length:	2 years (with possible extension)
Responsible to:	Head of Programmes
Responsible for:	N/A
Key functional relation:	Head of Programmes, Regional Programme Advisors, Country Directors, Regional Head of Network Development, Network Members and partners in Asia.
Other relations in the region:	Regional Resources Development Managers, relevant donors and networks in the region.
Other relations in HelpAge:	Head of Fundraising and Resource Development Team in London.

Key relations with other regions:

The Regional Resource Development Manager will be a member of the Resource Development Working Group.

BACKGROUND

HelpAge International is the Secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

The HelpAge Global Network has strong roots in global civil society organisations and enormous potential to expand its existing collaboration to form much wider partnerships influencing positive changes for societies in the context of population ageing and for older people themselves. Harnessing the expertise and reach of a recognised global network presents the best opportunity to shape the ageing agenda for the 21st century and accelerate the way that governments, communities and businesses adapt to ageing and the challenges of population ageing.

We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people.

In Asia, the network has achieved significant recognition and presence in key areas related to population ageing and the well-being of older people. HelpAge in the region has developed the capacity to become a conveyor of thinking and action on population ageing and its social and economic implications. For this purpose, the network is understood in a double perspective: a group of mainly civil society organisations and a large number of other organisations, including governments and policy-makers, academics, international organisations, private sector and-gradually- organisations of older people themselves. The relations between the “core” and

extended group are dialectical; they feed from each other. Thus, the network is in process of becoming a movement with a sense of direction that needs to be maintained.

The Secretariat in the region has played a key role in this development, promoting not HelpAge as such but the network as a living, committed and productive organisation and movement. The HelpAge International Asia Regional Office is based in Chiang Mai, Thailand. The work in the region, mainly supporting network organisations, is carried out through country offices (only where needed), network partners, consortia and other different collaborative approaches.

JOB PURPOSE

- (i) To secure funding for the implementation of HelpAge's regional strategy across strategic themes by developing new and existing donor relationships, overseeing the development of funding proposals of high quality and building strategic alliances to increase regional unrestricted funding;
- (ii) To lead on the development of multiple sources of funding including but not limited to institutional donors, competitive tenders and engagement with major donors;
- (iii) To strengthen the HelpAge network in the region by identifying funding opportunities for future development, and defining resource needs as well as strategies for meeting them;
- (iv) To support HelpAge Country Programmes, and joint initiatives with affiliates and partners in developing quality programmes that attract funding and provide support to implementers to ensure standard donor requirements donor terms & conditions are fulfilled.

KEY RESPONSIBILITIES

- Develop, review and implement funding strategies to meet agreed funding needs;
- Conduct research and policy analysis of donors in the region so as to increase understanding of the donor environment in Asia, identifying long term perspectives and trends and ensuring HelpAge is well placed to benefit from these trends
- Develop funding relationship with new donors with grant-making offices in Asia;
- Support and facilitate the development of high quality funding proposals and donor reports including technical and financial proposals
- Develop and implement strategy for strategic engagement with corporates and private sectors;
- Facilitate the building of relationship with new major donors and High Net Worth Individuals (HNWI) in the region, including organisation of events, building contacts, developing appropriate cases for support and communication material;
- Build capacity of HelpAge in the region to respond, win and manage competitive tenders;
- Develop, refine and implement systems and procedures to co-ordinate funding proposals, monitor the implementation of the fundraising strategy and regularly analyse fundraising performance;
- Represent HelpAge externally in specific networking events,
- Ensure HelpAge International maintains good relations with designated donors by advising on the development and presentation of funding proposals in line with donor requirements and priorities as well as maintaining and updating personal contacts within targeted donor organisations;

- Assist in the development of fundraising skills and training for HelpAge International Offices in Asia and contribute to the development of resource development strategies and skills among affiliates and partners in the region;
- Be part of multifunctional team that can assume tasks or responsibilities that are not necessarily defined in this job description. This require adaptability and high collaborative team spirit.

PERSON SPECIFICATION

The post holder will require the following competencies, skills and experience:

- **Essential**
 - Demonstrable experience and knowledge of fundraising from major multilateral and bilateral donors, major donors, commercial contracts and corporates;
 - A degree in relevant field and minimum five years of experience in development cooperation or other international business;
 - Experience of planning, writing, reviewing, and presenting project proposals, formal applications and donor reporting;
 - Good analytical and research skills, able to review, write and present project proposals and funding applications;
 - Good understanding of project design, planning and implementation and competent in use of commonly used frameworks such as log frames, value for money, and theory of change;
 - Significant international experience of representing organizations in meetings with wide range of donors;
 - Skills to train and support partners in developing resource mobilisation strategy and the techniques of fund raising;
 - Proven track record in managing grants;
 - A self starter with the the ability to work with a team of technical specialists;
 - Strong numeracy skills, with understanding of budgets and spreadsheets;
 - Excellent interpersonal skills, to communicate with tact and sensitivity – required to network with contacts for whom English is not the first language;
 - Excellent written communication skills essential.
 - Excellent time management skills essential to meet tight deadlines;
 - Good IT skills and good knowledge of Excel, Word and database management;
 - Fluency in English essential;
 - Able to travel within the region.
- **Desirable**
Knowledge/experience related to Asia region.

NOTE

This job description is intended as a guidance and should not be viewed as inflexible situations as it may be varied from time to time in the light of strategic development of HelpAge programme objectives.