

Job Announcement

Position	Programme Associate (Resource Mobilisation) (P1-4)
Location	Bangkok, Thailand
Employment Duration	<ul style="list-style-type: none"> • As soon as possible • 2-year contract with possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> • A competitive salary in local currency from USD 28,665 gross per year (USD 2,205 per month + 13th month) • Health Insurance
Closing date	28 January 2022, midnight Bangkok Time (UTC+7)
Interview Dates	The week of 7 February 2022
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 82 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups, and peoples—in particular, the poor, marginalised and discriminated peoples—are fully respected and realised in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organisations and the United Nations for the better promotion and protection of all human rights.</p> <p>FORUM-ASIA has special consultative status with the United Nations Economic and Social Council (ECOSOC).</p>	
About the Position:	
<p>The Programme Associate (Resource Mobilisation) will be expected to contribute to secure increased funding from existing and new funders in accordance with the organisation's international fundraising strategy and in consultation with the Executive Director and Director (Operations and Resource Mobilisation), together, the Senior Management Team (SMT). S/he will work collaboratively to improve fundraising systems (e.g. research and tracking of prospective funders, grants, contracts and reporting); support the development of fundraising capacity, and play a key role in establishing a strategy for sustainable growth. The successful candidate will have strong skills and experience in institutional (trusts/foundations/governments) fundraising, proposal and report writing, and grants management, as over 95% of the organisation's income comes from these sources.</p>	
Duties and Responsibilities	
<p>Reporting to the Bangkok-based Director (Operations and Resource Mobilisation) and the Senior Management Team (SMT), the Programme Associate (Resource Mobilisation) shall carry out the following duties:</p>	

- a. Conduct and analyse research to identify new sources of institutional (foundations/trusts/governments) giving on an ongoing basis;
- b. Provide research reports on individual and institutional donor prospects;
- c. Stay aware of trends in giving, changes in human rights funding, key donors in the field;
- d. Work with the SMT to refine FORUM-ASIA's fundraising strategy and plan;
- e. Work collaboratively to ensure timely submission of reports and proposals to all funders;
- f. Strengthen infrastructure and systems, including grants management, donor communications, internal communications and learning, and financial tracking;
- g. Assist with preparation for prospect meetings with donors, including developing a document for the meetings, preparation for participants, scheduling, booking travel, and other logistics;
- h. Coordinate meetings with FORUM-ASIA programme staff and members on joint activities
- i. Work with communications, programme and operations teams to ensure all organisational documents used regularly for fundraising are relevant while reviewing existing materials for improvement; and
- j. Assist in developing and maintaining a shared system of information management for the programme and organisational data used in funding reports.

Basic Qualifications and Criteria

Education:

Bachelor's degree in Business Administration or in the field of human rights or a related subject such as politics, social sciences, international relations, international law, development studies, or Asian studies.

Selection Criteria: Essential

- a. A minimum of 3 years of experience in the field of human rights and/or sustainable development – preferably with national and regional/international NGOs working in the field of human rights and/or sustainable development;
- b. At least 3 years of fundraising experience, preferably in a charity or similar organisation;
- c. Proven ability to communicate clearly and succinctly in English, especially in writing compelling and persuasive grant proposals and reports to donors;
- d. Excellent interpersonal skills, including the ability to maintain collaborative relationships with people from diverse national and cultural backgrounds, across several time zones;
- e. Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information; and
- f. Computer proficiency in Windows Operating systems, MS Office, knowledge of and demonstrated efficiency with donor management databases.

Selection Criteria: Desirable

- a. Good understanding of the history and work of FORUM-ASIA;
- b. Experience in programme coordination in regional/international NGOs in Asia; and
- c. Ability to facilitate forums/workshops and manage group activities.

Application Procedures

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a **self-introduction**

letter and two recommendation letters to applications@forum-asia.org before **28 January 2022**, midnight Bangkok Time (UTC+7), stating “**Resource Mobilisation Programme Associate Application**” in the subject line. Please note that late applications will not be considered.

Shortlisted candidates will be invited to an online interview in **the week of 7 February 2022**. The application process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin, disability, or veteran status are encouraged to apply.