



VACANCY ANNOUNCEMENT

Habitat for Humanity International Nepal's vision is a world where everyone has a decent place to live. Habitat Nepal operates as part of an international network with a common objective of reducing poverty and eliminating substandard housing and homelessness from the world.

Habitat Nepal invites highly qualified candidates for the position of **Resource Development and Communications Director** based in Habitat Central Office in Kathmandu, Nepal.

Under the direct supervisor of the National Director and as a Member of the Senior Management Team this position will be responsible for leading a small multi-disciplinary team to ensure the financial sustainability of the organization through direct and indirect donor cultivation, working in collaboration with Habitat's global funding network.

A core function is overseeing the development and submission of multidisciplinary, and multi-collaborative grant proposals to external funding institutions, international and domestic corporations, as well as raising funds among Habitat's existing donors and network of organizations. This position will lead proposal-writing efforts and develop staff capacity to prepare successful grant proposals; write and edit proposal narratives, budgets with justifications; synthesize and submit proposal materials where relevant; and serve as liaison with the donors and Habitat Nepal during pre-and post-award periods. Strengthen internal donor report-writing capacities through coordination of information gathering, writing, and review/editing. Oversee the operations of the RD/Volunteer/Communications department to meet strategic targets and staff development goals.

To apply, please refer to www.merajob.com/habitatnepal/ where you will also find the detailed position description.

This position is open until the organization finds a suitable candidate.
Women candidates are encouraged to apply.

Human Resources Department, Habitat for Humanity International Nepal

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. Habitat for Humanity International Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities, and local candidates are encouraged to apply. Only shortlisted candidates will be contacted for further steps in recruitment. Habitat for Humanity International Nepal reserves the right to accept or reject any applications without assigning any reasons.

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