

Regional Grant Writer

Founded in 1991, Good Neighbors is committed to improving the lives of underprivileged children and neighbors in developing communities. We do this by developing partnerships with multilateral and bilateral donors as well as operating community development projects (CDPs) that are based on a participatory approach in over 40 countries in the world. We are seeking an experienced and detail-oriented regional grant writer to work with us. The grant writer will be responsible for managing the grant application in the region under the supervision of the GN Global Partnership Center. This includes developing and implementing the grant application and reviewing and revising proposals with grant management teams in each country office. The ideal candidate will have excellent communication and organizational skills with relevant experience in grant writing and management.

Duties and Responsibilities

[Grant Proposal Writing and Consulting]

- Write, edit, and proofread grant proposals and supporting materials in English.
- Lead the process of concept notes and proposal development by working closely with grant management teams in each country office.
- Coordinate grant-making process in the region in collaboration with GN Global Partnership Center in South Korea.
- Serve as the primary point of contact for all grant-related inquiries in the region.

[Grant Data Collection and Reporting]

- Follow up on the grant application status of each country office.
- Monitor and report on the progress of active grants in the region.
- Stay up-to-date on best practices and trends in grant writing and management.
- Manage relationships with key partners and stakeholders.
- Identify and secure additional resources to supplement grant funding.

[Organizing Training Sessions for Professional Grant Writing]

- Assess partners' risks on grant management and compliance perspectives, develop and roll out capacity-building actions in coordination with all concerned.
- Support Good Neighbors technical teams and other stakeholders to ensure regional grant workshops are organized in a timely and efficient manner.

[Others]

- Contribute to the development of grant-related policies, procedures, and systems.
- Contribute to the development and implementation of fundraising strategies to diversify funding sources.
- Participate in meetings and conferences related to grant management and fundraising.
- Perform other related duties as assigned

Required Skills and Qualifications

- Bachelor's degree in project management, business, public administration, international development, or a related field
- Minimum 5 years of professional experience in humanitarian and/or development programs, industry in business development, and grant management
- Minimum 3 years of work experience in grant-writing, fundraising, project management, or a similar role
- Sound understanding of program cycle management in development environments and emergencies, program quality, and partnership management
- Cultural and gender sensitivity and capacity to work in a multicultural context with moral integrity
- Exceptional writing, research, and analytical skills in English
- Thorough understanding of effective grant-writing techniques
- Demonstrated ability to meet deadlines and manage multiple projects simultaneously
- Experience in grant management with UN or government agencies
- Proficient in Microsoft Office suite and Google Docs is a plus
- Professional experience in working in multiple countries is a plus
- Experience in grant management with international financial institutions and private donors is a plus

Language

- Excellent written and verbal communication skills in English
- Knowledge of another UN official language is a plus