

Habitat for Humanity India

Job Description

Position Name	Associate/ Asst.Manager – Proposals
Reports to	Manager – RD Support
Location	Mumbai
Supervises	Not Applicable

About Habitat:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global non-profit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 1.7 million people to build or improve a place they can call home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower. To learn more, donate or volunteer, visit www.habitatindia.in

Habitat’s long term strategic goal for 2015-2019 is to impact 5,00,000 individuals through affordable shelter interventions Habitat through its network of partner organizations promote integrated development aimed at impact, scale and sustainability.

Position Purpose:

The position of Manager-Proposals serves as the backend support for the Corporate Fundraising unit under the Resource Development team. This position is part of the Resource Development Support unit.

Skills Competencies

- a. Proficiency in English language (reading and writing)
- b. Minimum 2 years of experience in proposal writing for various segments (corporates, HNIs and Institutions) and various mediums – offline and online proposals
- c. Proficiency in MS - Word, Power Point and knowledge of MS-Excel
- d. Minimum 2 years of experience in the development sector
- e. Strong coordination skills with internal and external stakeholders
- f. Ability to work independently on preparing and reviewing project budgets/cost estimates
- g. Good inter-personal skills
- h. Result oriented and aligned to work towards achieving stringent timelines
- i. Ability to multi-task and work in an environment with changing priorities
- j. Knowledge of interventions in Housing, Sanitation, Health & Hygiene will be an added advantage

Scope of work

- a. Gather and understand proposal requirements from the Resource Development team and prioritize based on timelines

- b. To liaise with cross-functional teams. The Liaison touch points are as follows:
- Strategic Management Unit -Secondary data, assessment study, concept notes
 - Programs & Operations team – primary data, cost estimates, design, beneficiary details
 - PDME team – technical inputs, costs estimate evaluation
 - Finance team – for any financial inputs
 - Proposal committee comprising of cross-functional representatives
- c. Collate proposal received as per requirements and formats as and where specified
- d. Responsible for dissemination of approved proposals
- e. Be a custodian for all proposals and maintain and track the same

Other requirements

- Teamwork - the incumbent must work closely and reliably with colleagues in various departments in the organization as whole. Almost every project will require input and ideas from cross-functional units
- Planning and organizing - the incumbent will be required to work independently with minimal supervision and to prioritize work to ensure that goals are realized within planned timeframes
- Willing to travel to project locations as required at short notice