

Job Description

Position Name : Deputy/ Asst. Manager – Proposal Development
Reports to : Sr.Manager Resource Development (RD) Support
Location : Mumbai

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organisation has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programmes, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. 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.org

Position Purpose:

The Deputy/ Asst. Manager – Proposal Development is primarily responsible to provide comprehensive support to the Fundraising team to develop and manage donor proposals in coordination with cross-functional teams. To ensure accurate information collation and cost recovery in every submission.

Key Responsibilities:

- Proposal Development – Qualitative: Coordinate with India and Area Office Programs for developing detailed CNS/ proposals for Indian as well as Global donors, Technical, and MEAL teams for developing detailed concept notes/proposals, conduct desk research to gather secondary information write and customize proposals, develop budgets, and support Fundraising team in donor due diligence.
- Proposal Development – Quantitative: Ensure timely dissemination and achievement of proposal development targets, conduct quarterly exposure visits to project locations, and participate in donor meetings as required.
- Departmental and Organizational Activities: Assist in development of PowerPoint presentations for donors , coordinate donor documentation (MoU, letters, budget revisions), and assist with organizational campaigns and events.
- MIS & Reports (internal): Provide inputs for CFR pipeline reports, maintain and analyze the proposal repository, and support other RD department reports

Education & Other Qualifications

- Minimum qualification, work experience, technical skills and capabilities which are essential to execute the role.
- Bachelor's degree or equivalent in professional experience and qualifications, Master's Degree Preferred.
- Minimum 3-5 years of experience in proposal writing for various segments and mediums, with added advantage of dealing with FOIs; knowledge of CSR guidelines; proficiency in English; excellent writing, budgeting, PC skills, and Microsoft software skills; positive attitude and strong interpersonal skills; proactive approach with ability to work under limited supervision and tight deadlines; demonstrated ability to collaborate with diverse individuals.
- Proposal writing for various segments and mediums

- Knowledge of CSR guidelines and framework
- Proficiency in English language
- Excellent writing and budget skills
- Excellent PC skills
- Proficiency with Microsoft software tools like MS Word, Excel, PowerPoint, and SharePoint

Habitat For Humanity India : Values

- Humility: We are part of something bigger than ourselves
- Courage: We do what's right, even when it is difficult or unpopular
- Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

Interested candidates should submit their application to recruitment@habitatindia.org with the subject line ***“APP: Deputy/ Asst. Manager – Proposal Development Full Name”***.