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**17. February 2023**

**Mae Tao Clinic Organizational Setting**

The Mae Tao Clinic (MTC) is an internationally renowned community-based organization (CBO) that provides and advocates for an equitable and essential health system, education and protection for vulnerable and displaced people living in the Thai-Burma border area and Eastern Burma. MTC addresses the needs and human rights of these people through comprehensive programs and a collaborative approach with local, national, international and government bodies.

<b>Job Title</b>	<b>Fundraising Manager</b>
Date of joining	Early April 2023 or sooner if available
Location and working week	The role requires you to work Monday to Friday 9:00 – 17:00, but due to the nature of some donors, media, visitors and other demands, it can mean working outside these hours.  The role is based in Mae Sot, Thailand. There are occasional requirements to travel in Thailand, and potentially in the region for donor liaison.
Pay Grade/ Compensation Level	Three-month probationary period.  A salary of <b>40,000 THB</b> /month will be offered  Additionally, one plane fare to your nominated home base will be given after one year of service.
<b>Key Working Relationships</b>	
Reports to	Fundraising & Grants Manager (during the probation period, Deputy Director of Community Operation and Director
Supervised by	Fundraising & Grants Manager (during the probation period) and Deputy Director of Community Operation
<b>Roles &amp; Responsibilities</b>	
Role Summary	The Fundraising Manager (FM) is responsible for seeking and securing income of MTC's operational budget by utilizing creative and conventional platforms, including online and offline tools/campaign/ events to encourage corporate/charity organization/ individual donors to be engaged with MTC's cause. FM is also the key person to effectively communicate with public to advocate rights to health, education, and protection for the displaced population along the Thai-Burma border. FM will need to allocate available manpower to liaise with media to advocate MTC's key activity and prevent any harms to the community and follow up with each department on special event or activity and share news, reports or posts. FM will be also required to

	<p>actively collaborate and engage with departments for productive income generation activities that have been carried out or initiate the new methods to create income at MTC.</p> <p>Fundraising Manager will work closely with the Grants Manager for the team to develop and maintain better donor relationship, grant reports, communication with public, diversify funding channels, fulfil donor needs, and ultimately ensure that MTC's operational budget is sufficiently secured and the implementing teams carry out activities smoothly.</p> <p>The Fundraising Manager reports to Director and the Deputy Director – Community Operations, but also works constantly with all the senior management team.</p>
Job Specific	<p><b>Fundraising (70%)</b></p> <ul style="list-style-type: none"> <li>● Design and make an annual fundraising strategy and get involved in MTC sustainability strategic planning</li> <li>● Develop innovative online fundraising channels and manage, pass on the knowledge about the management to the team members</li> <li>● Oversee MTC communications through the website, social media and other materials to improve and maintain resources</li> <li>● Oversee income generation activities, especially sales at Fundraising center and already implemented activities</li> <li>● Lead, oversee and supervise staff to generate visual materials (photos, video clips, infographics) and case stories to attract individual donors to contribute and for donor report</li> <li>● Conduct prospect research, expand online fundraising and cultivate high-net worth individuals to increase the donor base</li> <li>● Assist with advocacy materials such as reports and press release</li> <li>● Design, plan and collaborate with other departments for offline fundraising events</li> </ul> <p><b>Grants management (20%)</b></p> <ul style="list-style-type: none"> <li>● Collaborate with the Grants Manager to continue seeking grants opportunities</li> <li>● Collaborate closely with each department to follow up on the schedules of grants related activities and ensure they are</li> </ul>

	<p>adequately captured for grant reports</p> <ul style="list-style-type: none"> <li>● Build strong relationships and retain donors</li> </ul> <p><b>General activities (10%)</b></p> <ul style="list-style-type: none"> <li>● Build capacity of staff to improve fundraising and communications skills at local level</li> <li>● Be a focal person to arrange and organize media related inquiries and communication</li> </ul>
Education	A Bachelor degree in a relevant area
Requirements	<ul style="list-style-type: none"> <li>● Candidate must hold <u>a legal document to be able to travel BOTH domestically and internationally</u></li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● University graduation in an applicable discipline with at least three years related experience or an equivalent combination of education, training and experience</li> <li>● Minimum 2 years direct online/offline fundraising experience is must</li> <li>● Experience in producing visual materials, photographs/video clips/infographic design etc.,</li> <li>● Experience of working with a variety of funding agencies including government, foundations and NGOs is desirable</li> <li>● Experience of working with community-based organizations is a plus</li> </ul> <p><b>Skillsets</b></p> <ul style="list-style-type: none"> <li>● Excellent skills in social media management and analysis in results in performance/ads</li> <li>● Capability of using graphic design software (Adobe Photoshop, Lightroom, InDesign, Illustrator etc.,)</li> <li>● Capability of using video editing software (Adobe Premier Pro, Apple Final Cut Pro etc.)</li> <li>● Ability to independently apply a broad knowledge of fundraising practices and principles</li> <li>● Patience, punctual, understanding and experience working in cross-cultural environments and under a great pressure</li> <li>● Excellent analytical, organizational and time management skills</li> </ul>

	<ul style="list-style-type: none"> <li>● Ability to coordinate and work with others</li> <li>● Ability to exercise a high level of tact and discretion in both internal and external interactions</li> <li>● Ability to create and maintain good working relationships with a variety of internal and external constituents</li> <li>● Excellent English written, verbal and interpersonal communication skills</li> <li>● Knowledge of Burmese, Karen, Thai language is a plus</li> <li>● Minimum 2-year commitment</li> </ul>
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<b>Application Details</b>	
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How to apply	<p>To apply for this job please send your CV and covering letter to <a href="mailto:recruitment@maetaoclinic.org">recruitment@maetaoclinic.org</a> using the subject line “<b>Fundraising Manager</b>”.</p> <p>Finalists must submit <b>2 recommendation letters</b> with contact information before the interview.</p> <p>Further information about Mae Tao Clinic can be found at <a href="http://maetaoclinic.org">http://maetaoclinic.org</a></p>
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Deadline of Application	Applications will close <b>on 16<sup>th</sup> March 2023</b> . <u>Only shortlisted candidates will be contacted for interview within one week after the Deadline.</u>
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