



02. May. 2024

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.

Job Title	Grants Assistance Manager
Location	Mae Tao Clinic, Mae Sot, Tak, Thailand
Date of joining	As soon as possible, preferably 1 June 2024
Pay Grade/ Compensation Level	Manager 2 / 15000 THB
Key working relationship	
Reports to	Fundraising & Grants Manager and Deputy Director of Community Operation
Supervised by	Fundraising & Grants Manager and Deputy Director of Community Operation
Roles & Responsibilities	
Summary	The position will assist the F&G manager in facilitating grant management, including grant proposal and donor report, liaising with the team, relevant department and partner organizations to monitor implementing the project, and helping raise funds and identify potential donors.
Job Specific	Donor Reporting & Proposal (70%) <ul style="list-style-type: none"> ● Responsible for ensuring and monitoring the donor report schedule together with the team; updating the schedule regularly, notifying responsible persons, and following up with implementing departments/partner organizations. ● Assist with preparing donor reports (based on the donor requirement - monthly, quarterly, 6 month, annual)

- Identify grant opportunities together with the F&G manager
- Responsible for maintaining donor management spreadsheet
- Responsible for managing the donor agreements, proposals and reports in the shared folder
- Assist the F&G manager in preparing grant proposals including budget plan and relevant documents with the finance and relevant department(s)
- Responsible for communicating with donors/submitting grant related documents (proposals/reports) in absence of the F&G manager
- Assist F&G manager in facilitating monthly grant management meeting to best follow up with each department to monitor implementation of the funding, budget, expenses, and organization's budget shortfall and needs
- Proofread and edit beneficiary case stories for donor report

Fundraising (10%)

- Support income generation activities if requested
- Support the Fundraising Assistant Manager in proofreading fundraising contents
- Cooperate with the team to facilitate in-kind donations; liaise with donors and send updates on use of donation

Donor Liaison (10%)

- Answer donor queries
- Assist with hosting donor visits
- Assist with donor meeting arrangements
- Issue thank you letters for donors

Communications (10%)

- Work closely with the Finance Department to monitor grant report requirements
- Proofread postings and assist in managing MTC Facebook
- Coordinate with the team to update online mailing list quarterly
- Attend monthly management meetings, communicate and work closely with program implementing teams and the operations

	<p>team to maintain updated information on the progress of all MTC projects, and keep the F&G team updated</p> <ul style="list-style-type: none"> ● Assist to respond and manage the official fundraising email <p>Others (upon requests)</p> <ul style="list-style-type: none"> ● Prepare Board Meeting Minutes if requested ● Interpret for general meetings and workshops as necessary ● Translate general reading materials if requested ● Assist the F&G manager in preparing acknowledgment letters, recommendation letters, and letters requested by partners and international acquaintances.
Education	<ul style="list-style-type: none"> ● A Bachelor degree in a relevant area (e.g., community development, marketing, business, international relations, etc.)
Work Experience	<ul style="list-style-type: none"> ● Minimum of 2 year of relevant work experience related to grant management. Work experience in CBOs, CSOs, EHOs, or NGOs is preferred ● Experience in writing proposals and familiarity with donor reporting, budget planning, M&E is preferred ● Demonstrated interest or experience in healthcare, social services and human rights
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> ● Experience with Microsoft Office suite (Word, Excel and PowerPoint) is required ● Working experience with organization social media management, especially Facebook page
Language(s)	<ul style="list-style-type: none"> ● Excellent Burmese communication (oral and written) skills ● Advanced English language level is a must ● Knowledge of ethnic language and/or Thai language is a plus
Motivation	<ul style="list-style-type: none"> ● Be punctual ● Well organized and goal oriented ● Attention to detail ● Work quickly and independently ● Be a good team player ● Interested in interacting with foreign visitors and donors
Other	<ul style="list-style-type: none"> ● Other duties as needed ● Possessing a stay permit in Thailand is preferred (if you do not have one please explain)

Application Details

How to apply

Please send your **CV** and **cover (motivation) letter** to recruitment@maetaoclinic.org and copy to fundraising@maetaoclinic.org

Using the subject line "**Grants Assistance Manager**"

Deadline of Application

Applications will close on **19 May 2024**. Only shortlisted candidates will be contacted for interview.

Mae Tao Clinic does not discriminate in employment, prohibiting decisions based on race, color, religion, sex, gender identity, ethnic characteristics, national origin, ancestry, age, marital status, sexual orientation, medical condition, or disability. MTC is committed to zero tolerance for sexual exploitation, harassment, and abuse. MTC will not tolerate its staff, associates, partners, volunteers, or any other related personnel affiliated with the delivery of its work to engage in any form of sexual exploitation, abuse or harassment (SEAH).