TERMS OF REFERENCE

Proposal Development Specialist

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage based urban regeneration, traditional craft-training and connecting artisans to market opportunities. We seek to provide jobs, skills, and a sense of pride, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 10,000 craftspeople, generated direct sales of $17m in craft products and welcomed 1m visitors to our exhibitions worldwide.

Context

The Turquoise Mountain Institute of Design, Crafts and Economic Development proudly leads the way in embracing and reviving traditional crafts and sustaining economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute's ambition is to strengthen the unique cultural and creative industries. Through a comprehensive educational program, members of the Institute learn the skills needed to succeed in the crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

Turquoise Mountain is seeking a Proposal Development Specialist to work closely with the Head Institute to support in developing high-quality proposals for funding opportunities. The specialist will be crucial in researching, writing, and editing proposals to secure funding for our programs and projects.

Roles and Responsibilities

This role will be line managed by the Head of institute and will:

1. Grant Proposal Development:
   − Organize, track, and maintain all aspects of the grant process, including developing proposals, concept notes, rules & regulations, and deadlines for internal and external stakeholders.
   − Develop and write compelling grant proposals, ensuring alignment with the organization's goals and priorities.
   − Collaborate with program staff to gather relevant information and data for grant applications.
   − Develop budget narratives and justification for proposed activities.

2. Grant Establishment and Coordination:
   − Monitor and manage the grant application process from inception to submission, ensuring all deadlines are met.
— Maintain a comprehensive calendar of grant deadlines and reporting requirements.
— Preparation of progress reports for existing grants if required.
— Conduct grants relevant capacity assessment or other requirements.

3. Monitoring and accountability:
— Develop project framework and log frame.
— Develop monitoring plans and tools to track project progress and outcomes.

Qualifications and Requirements:

• A bachelor’s or master’s degree in a relevant field such as international relations, social sciences, or international development.
• At least 5 years of professional experience in various contexts including emergency, transition, and development.
• Strong skills in donor reporting and fundraising.
• Fluent in English (oral and written), with excellent communication and organizational skills.
• Efficient with scheduling and organizing multiple tasks.
• Passionate and committed to professional development.
• Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
• The ability to collaborate effectively with others in a team setting.

Contract Duration:
5 Months

Location:
Remotely

Application Process:
To apply, please submit your application via this link and include the following in the PDF format.

⇒ A cover letter in English about your background, experiences and motivations for this post explicating your experience (250 words).
⇒ A one-page resumé.
⇒ Only shortlisted applicants will be contacted.

Application Deadline:
The application pack – by e-mail must be received by no later than 25th May 2024.