

Resource Mobilisation Fellowship Announcement

Position	Resource Mobilisation Fellowship
Location	Remote in Asia and/or Bangkok, Thailand if already legally permitted to work in Thailand
Fellowship Duration	6 months contract, starting 9 January 2023 with possibility of renewal (subject to availability of budget, and a satisfactory performance assessment)
Remuneration	<ul style="list-style-type: none"> • A stipend of USD 1,100 per month • Annual Medical Allowance up to USD 300
Closing date	28 November 2022, midnight Bangkok Time (UTC+7)
Interview Dates	To be announced.

About the Organisation

The Asian Forum for Human Rights and Development (FORUM-ASIA) is the largest membership-based human rights and development organisation in Asia with 85 member organisations in 23 countries, across Asia. FORUM-ASIA works to promote and protect human rights, including the right to development, through collaboration and cooperation among human rights organisations and defenders in Asia and beyond. FORUM-ASIA seeks to strengthen international solidarity in partnership with organisations and networks in the global South.

FORUM-ASIA was founded in 1991, and established its Secretariat in Bangkok in 1992. Since then, other offices have been opened in Geneva, Jakarta, and Kathmandu. FORUM-ASIA has consultative status with the UN Economic and Social Council (ECOSOC Status) and a consultative relationship with the ASEAN Intergovernmental Commission on Human Rights (AICHR).

Duties and Responsibilities

FORUM-ASIA's Resource Mobilisation Programme supports the Senior Management Team in implementing fundraising processes in line with the Fundraising Strategy and Plan. Fundraising vehicles at FORUM-ASIA include bilateral and multilateral donors, charitable foundations and trusts, consortium and partnership-based models, non-proselytising faith-based agencies, and through hosting and incubating new initiatives.

General Tasks

Reporting to the Resource Mobilisation Programme Associate, the Resource Mobilisation Fellow will assist the Resource Mobilisation Programme and the Senior Management Team with all aspects of fundraising functions.

Specific Tasks

- Undertake horizon scanning for potential donors and weekly scouting of fundraising opportunities;

- Assist during proposal development processes including funding briefs, bid timelines and follow ups etc.;
- Coordinate communication with other Programmes, schedule meetings, prepare minutes of meetings, and keep all parties informed of relevant fundraising processes;
- Help maintain fundraising and grants database records;
- Assist in donor communication with consortia which FORUM-ASIA is a partner in;
- Assist in compiling specific sections of proposals and review process;
- Assist in developing fundraising related visibility materials and case statements;
- Represent the Resource Mobilisation Programme in internal and external meetings and events;
- Any other tasks according to personal capacity and Programme's needs.

Basic Qualifications and Criteria

- Bachelor's degree or higher in any relevant field;
- Preferably at least six months of work experience on development and/or human rights issues in Asia;
- Commitment and interest in human rights and social justice issues in the Asian region;
- Basic knowledge and understanding of fundraising dynamics in the human rights NGO sector;
- Self-motivation and ability to work independently in a multi-cultural context;
- Strong organisation, scheduling and time management skills;
- Excellent analytical skills with accuracy and an eye for detail;
- Excellent command of written and spoken English; and
- Strong ability to maintain good relations and coordination with different stakeholders such as FORUM-ASIA members, partners and donors;
- Open to learning continuously.

Application Procedures

Interested applicants must submit the following:

- A copy of your completed [Application Form](#);
- A resume and a cover letter (**Both in PDF file**) explaining interest in the fellowship.

Completed applications must be sent by email to FORUM-ASIA at applications@forum-asia.org by **28 November 2022, midnight Bangkok Time (UTC +7)**, stating "**Resource Mobilisation Fellow**" in the subject line. Please note that **late applications will not be considered and only shortlisted candidates will be contacted.**