



WWF-Myanmar
15/C, Than Taman Street,
Dagon Township, Yangon,
Myanmar 11191

Direct: +95-1-229331
Fax: +95-1-2314358
www.wwf.org.mm

JOB DESCRIPTION

Position title:	Programme Development Manager, WWF-Myanmar
Reports to:	Conservation Director
Supervises:	Consultants as required
Location:	Yangon, Myanmar

I. Background and profile:

WWF Myanmar opened its office in Yangon in 2014, and is the youngest field of the WWF global network's country offices. This is a unique opportunity for an experienced and dynamic fundraising professional to help build WWF Myanmar into a high-performing and well-resourced conservation programme. Arguably one of the most exciting countries in Asia to work in nature conservation, Myanmar offers unparalleled opportunities to develop major partnerships with a wide range of supporters that will enable WWF to invest in conservation for the future. WWF Myanmar is a high energy and fast-paced working environment suiting those individuals with the ability and verve to turn around high quality funding concepts and proposals at short notice that will have prospective donors lining up at our door.

WWF-Myanmar is part of the WWF-Greater Mekong Programme (GMPO) that operates in 5 countries: Cambodia, Laos, Myanmar, Thailand, and Vietnam. Find out more at <http://www.wwf.org.mm/en/>

II. Major Functions:

The Programme Development Manager is a key member of the conservation programme team and is responsible for developing a development strategy and a team within two to three years of joining. In the interim, he/she is expected to also write high quality project funding proposals and creating and building donor relations, to ensure WWF Myanmar's ambitious conservation strategy is fully resourced. The Programme Development Manager is also expected to be invited to the Country Management Team meetings as a special invitee.



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III. Major Duties and Responsibilities:

- Develop a fund raising strategy and an outline of team structure to support the strategy in year 1.
- Develop, write, and support development of project / programme proposals for funding by using PCM principles / WWF Network Standards for Public Sector Partnerships (PSP), Foundations, and Trusts.
- Act as national focal point for multi-country proposals

Work closely with the Conservation Director, Country Director, Landscape Manager(s), WWF PIA shareholders, on the priorities of PSPs, Foundations and Trusts and WWF Network to identify opportunities for fundraising
- Support WWF Marketing Director with fundraising opportunities with Private Sector
- Work with conservation programme team leaders to ensure concepts and proposals meet the requirements of donors and align with the WWF Global Priority Framework
- Ensure WWF International's Programme Standards used to develop WWF projects and programmes and build capacity of teams in better understanding of these standards
- Establish and maintain a database of all consultants used, used for proposal writing or programme development, by WWF-Myanmar to include an evaluation of their performance to guide any future use of their services
- Carry out any other assignments and tasks given Line Manager

IV. Profile:

Required Qualifications and Experience

- Master's degree in business management, conservation, development studies, or in relevant fields, or equivalent experience
- At least 5 years of practical experience in a leading Fundraising / Programme Development role for a programme or project, with at least 2 years ideally in the Greater Mekong Region
- Familiar with conservation and natural resource management issues, and with those in Myanmar or Greater Mekong Region is an advantage
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations
- Extensive experience in developing and writing project proposals to aid agencies, foundations
- Successful fundraising experience with large-scale, long-term and potentially multi-country proposals (multi-million USD)
- Experience of working and negotiating with Government and donors at all levels



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- Proven track record in successfully managing inter-institutional relations, including in government aid agencies

Other Skills and Competencies

- Strategic thinking and advanced proposal writing skills
- Fluency in English is essential
- Excellent organisational skills and self-motivation
- Excellent coordination and work in virtual teams
- Excellent presentation, communications, and negotiation skills
- Interpersonal and influencing skills
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources

V. Working Relationships:

1. **Internal:** Interact on a regular basis with WWF Myanmar Country Management Team members and programme leads, regional strategy managers and technical advisors, WWF Greater Mekong. Coordinate and consult with PSP Unit and Development Department at WWF International and other WWF Network staff, especially those who have relations with partners in the region (e.g., PSP Focal Points in the National Organizations). Special invitee to the Country Management Team meetings.
2. **External:** Interact with government aid agency donors, specialists / consultants, and other stakeholders

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.