

National Disabled Fund (NDF) invites applications for the following position

Position: Fundraising Officer,

Number of staff needed: 1

Duty Station: NDF's Office Kathmandu with frequent field visits as the need of programs and project.

1. Job Description

Under the management of the respective Program Coordinator, Fundraising Officer will ensure fundraising from government and non-government sources to contribute the project for strengthening financial sustainability of PRC, as well as fulfill the target goals proposed to the project donor by:

- Develop and update the fundraising strategy and implementation of fund raising plan at provincial and municipality level.
- Establish harmonious relation with government and non-government stakeholders including NFDN regional chapters.
- Facilitate coordination & cooperation among the rights holders, service providers, disabled people's organization, local government, private sectors and likeminded agencies for supporting person with disabilities on the aspect of physical rehabilitation.
- Support Outreach and Liaison officer in conducting awareness activities with local DPOs in order for the allocation and mobilization of local government funding directly and indirectly to the project.
- Support Outreach and Liaison officer in developing and implementation of outreach strategy and outreach plan.
- Analyze service utilization and fulfill the gap for the rehabilitation service.
- Working in close collaboration with the team: P&O, Physiotherapist, and other supporting clinical teams to achieve the set goals.

- Therefore, he/she will have a proactive, innovative, original and enthusiastic handling of her/his duties, with a result-oriented approach. The fundraising Officer will require a high adaptability and personal skills in order to help ensure an efficient provision of rehabilitation service.

2.REPORTING STRUCTURE / RELATIONSHIPS

The Fundraising officer reports to the program Coordinator. He/she will closely co-operate and work with the Physiotherapist & P&O to deliver project targets. He/she will always ensure prior approval from the program coordinator for any decision; communication or action not clearly stipulated as his/her sole responsibility.

Fundraising officer will be based in center with regular field visits (approx. 30% at centre & 70% at field level) The Fundraising Officer has no direct financial responsibility.

3.RESPONSIBILITIES

3.1 Ensuring Fundraising:

- a. Prepare a local fund-raising plan & carry out the fund-raising activities to meet the fundraising target as per the partnership project agreement with the donor.
- b. Update the record of local fund-raising & support to program coordinator in project activities.
- c. Support Outreach and Liaison Officer to facilitate disable people organization (DPOs) in local planning process for the allocation and mobilization of local government funding directly and indirectly to the project.
- d. Represent and participate in meetings with local government authorities.
- e. Draft and submit the proposal/MOUs for the provision of rehabilitation services with provincial /municipality/health authorities.
- f. Follow up with government authorities for timely reporting and ensuring of fund.
- g. Lobby and coordinate to local political leader, civil society groups and governments officers for setting priority of physical rehabilitation services in their policy and plan.

3.2 Sensitization and Awareness raising:

- a. Coordinate to other services providers and established harmonious professional working relations for the sustainability of physical rehabilitation services.
- b. Disseminate relevant IEC materials (leaflet, brochure, and service catalogue) to concern stakeholders and users group.

3.3 Coordination, marketing and referral

- c. Coordinate to government health system (PTUs) and establish referral mechanism for the provision of physical rehabilitation services and fundraising.

- d. Lobby with provincial and local government authorities to endorse Private Public Partnership (PPP) guidelines, Outreach & referral guidelines and promote Priority assistive product list (PAPL) developed by Ministry of Health, Leprosy control and disability management section.
- e. Coordinate to other services providers and established harmonious professional working relations for the sustainability of physical rehabilitation services.