



# Role Description

## Proposal Writer

### ABOUT FIELD READY

Field Ready is a non-governmental organization that is dedicated to bringing innovation to international disaster relief. Our vision is to meet humanitarian need by transforming logistics through technology, innovative design and engaging people in new ways. In the short-term, we address humanitarian and reconstruction needs with a unique problem-solving approach. In the long-term, we are transforming the way aid is delivered worldwide. The impact of this is dramatically improving efficiency in aid delivery by meeting people's needs wherever they are found. Field Ready is a US 501c3 and is registered in multiple countries; more information can be found at [www.fieldready.org](http://www.fieldready.org).

### POSITION SUMMARY

Field Ready is preparing funding bids in response to the number of ongoing and incipient humanitarian concerns and development opportunities worldwide. A talented proposal writer is sought to join Field Ready's team as a consultant. This is a special opportunity for someone who wants to apply their hard earned skills and abilities to improve people's lives.

The Proposal Writer will be responsible for preparation of technical funding bids. An effective Proposal Writer will combine relevant technical know-how, excellent writing skills and experience in grant fundraising. The best candidate will be highly adaptable and be able to get things done under strict deadlines.

The incumbent will be hired on a per-bid basis using a workplan and daily rate for each effort. This will involve preparation of one or more applications depending on the satisfactory completion of each bid. The daily rate will be based on documented experience and will be negotiated before contracting begins. This position is location independent and travel is not foreseen.

### RESPONSIBILITIES

The key deliverable is preparation, writing and submission of high quality and timely concepts/proposals that adhere closely to donor guidelines and have a high likelihood of being awarded. Specific tasks include:

- Fully research and comprehend each funding opportunity assigned
- When necessary, the incumbent will analyze and incorporate assessments, baseline information, and field reports for needs/capabilities/opportunities identification into funding applications
- Under the supervision of Field Ready senior staff and in collaboration with partner organizations (when applicable), the incumbent will draft high quality documents (e.g., concept/proposal narrative, budget, and related annexes) that are fully compliant with donor expectations
- Written drafts are expected to be shared for review in a timely manner and these should, in all cases, be of a high standard and integrate Field Ready's approach with donor requirements
- When requested, the incumbent will coordinate any donor feedback and ensure timely submission thereof

When requested, the following tasks may also be included in the incumbent's workplan:

- Assist with the identification potential donors/funding opportunities
- Update Field Ready database/pipeline and share relevant donor guidelines and regulations
- Contribute to capacity-building efforts in the areas discussed here

## **QUALIFICATIONS & CHARACTERISTICS**

Required (please do not apply unless you truly possess all of these):

- Proven track record of writing winning proposals gained over multiple years as a grant writer (or similar role such as Program Coordinator)
- Skills in proposal writing and preparation coordination
- Familiarity with donor rules, regulations and validation procedures
- Experience in budgeting and budget narrative preparation
- Familiarity with Project Cycle Management (and often required tools such as logframe, Theory of Change and M&E plans)
- Consummate self-starter but also a close listener and team player
- Experience in the Development/Humanitarian sector
- Bachelor's degree in relevant subject with good analytical, computing and presentation skills
- Superior English writing skills
- Commitment to humanitarian principles and an interest learning Field Ready's approach

Highly desired:

- Experience working for/with major institutional donors particularly USAID
- Strong connections in the donor community and ability to use those connections for the furtherance of Field Ready's mission
- Familiarity with programming sectors (e.g., health, WASH, shelter, nutrition and protection), and key trends in the sector such as innovation and localization
- Master's degree in relevant subject (e.g., Humanitarian Aid, Development Studies, Political Science, International Relations, etc.)

## **TO APPLY**

Submit a cover letter that describes your qualifications, reasons for applying and understanding of the requirements outlined above. This letter should be in English and be no more than two pages. Please submit this cover letter along with your detailed CV to: info (at) fieldready.org. The title "Proposal Writer" must be included in the subject line.

Applications will be reviewed on a rolling basis until a suitable candidate is found and this notice is withdrawn from our website. Given the high volume of applicants we expect for this position, only short-listed candidates will be contacted. A writing sample and other evidence of your skills and qualifications may be requested at that time. Thank you for your interest and understanding.