Development Manager - Global & Jordan
(Based in Amman, Jordan)

About Turquoise Mountain
Turquoise Mountain was founded in 2006 by HRH The Prince of Wales to revive historic areas, traditional crafts, and communities, to create jobs, skills and a renewed sense of pride. Since 2006, Turquoise Mountain has trained over 6000 artisans and builders, restored 150 historic buildings in the old city of Kabul and elsewhere, and organized major international exhibitions - from the Museum of Islamic Art in Doha to the Smithsonian Museum in Washington DC. We have brought over $10,000,000 in handmade crafts to international markets, working with prestigious international retailers, from Bloomingdales and Kate Spade in New York, to five star hotels in London and the Gulf (the Connaught, Four Seasons, and Fairmont), developing products based in crafts traditions for contemporary international markets that provide viable incomes for artisans. In 2013, Turquoise Mountain Trust won a UNESCO Heritage Award for its restoration and adaptive re-use of historic buildings. Turquoise Mountain now works in Afghanistan, Myanmar, and the Middle East, combining heritage buildings, training and craft.

Context
Turquoise Mountain Jordan is recruiting a Development Manager in support of its operations in Jordan, the Middle East and Globally. After a period of sustained growth, the charity is looking to bolster its capacity to write and submit grant proposals, and both commercial and non-commercial contracts. Our donor client base includes large institutional donors (USAID, British Council, UN) and many foundations and private individuals around the world. This role would be based in Amman, but time and effort would be split between Global and Middle East proposal writing (50:50), including working with the UK team in support of global fundraising efforts. The role will be based in Amman due to the high volume of activity in Jordan and neighbouring countries, and the specificity required to write proposals in this region.

Reporting to the Country Director Jordan (for Jordan & Middle East fundraising) and the CEO (for Global fundraising), the Development Manager will be responsible for coordinating grant research, proposal development and writing, and monitoring and evaluation for secured grants.

Key priorities will include:
- Understanding and monitoring donor pipelines for relevant projects and programmes, including proposals or work to be tendered to national / international donor organisations
- Ensuring donor and client requirements are known and understood, and that their requirements are met / exceeded in proposals
- Supporting in positioning Turquoise Mountain Jordan for opportunity in new sectors / sub-sectors
- Monitoring and evaluation at the project level, and reporting (internal and external)
- Supporting in stakeholder relationships management with clients, customers, consultants and specific project stakeholders at the operational level
Required skills and experience:
- At least four years experience in business development activities in the development sector, including writing contract and grant proposals to large institutional donors such as USAID, DFID, UN, EU
- Experience in writing grant proposals to Foundations and private individuals
- Knowledge of the development sector in Jordan
- Knowledge of livelihood development programmes
- Perfect written and spoken English
- Strong verbal and written communication
- Experience working remotely from colleagues and within a team setting
- Experience establishing Monitoring and Evaluation systems, and producing reports and presentations, particularly image or graphic heavy presentations

Accountabilities, responsibilities and main duties:
- Developing a comprehensive understanding of the pipeline of donor activity in relevant sectors such as livelihoods, education and culture in Jordan, which is likely to be competitively tendered or available as a grant opportunity
- Assist and coordinate in preparing expressions of interest, concept notes and formal technical and commercial proposals for competitively tendered and grant-funded work
- Support in pursuit of agreed commercial and non-commercial contract opportunities
- Maintain/Update database of client, consultants, partners and competitors
- Support to ensure compliance with internal pursuit procedures, including drafting contract approval documents and coordinating for necessary approvals
- Support in contributing to contract renewals, and contract negotiations.
- Gather and analyse market intelligence on client strategies, stakeholders and beneficiaries, potential partners and competitors on individual opportunities on an as-needed basis
- Support in identification and building relationships with national and international potential consultants and partners.
- Assist in project start-up preparation activities including recruitment, procurement, office set up, inception phase planning, handover to delivery team; providing ongoing support, as necessary, to the project delivery team.
- Assist in the development of financial and project implementation plans and financial, technical and monitoring and evaluation reporting and submission where appropriate
- Assist consultants, sector advisers, clients (internal and external) and other stakeholders to deliver, monitor, evaluate, and report (internal and external) for new and existing projects.
- Support in building networks and relationships with sector stakeholders, identifying and updating potential partners and consultants in society sector.
- Coordinate response to requests (internal and external) for project specific information
- Assist with required logistics and administrative tasks for contract pursuit and delivery
- Professionally represent Turquoise Mountain at project specific events/meetings

Job Type: Full-time, based in Amman, Jordan
Salary: commensurate with experience
Application Deadline: Monday 2 March
Please submit your CV to m.alfaris@turquoisemountain.org and quote Development Manager - Global & Jordan (based in Amman, Jordan) in the subject heading.