

Proposal Writer / RFQ Expert (UNISEX) - 1 Nos

Location - Haldwani, Uttarakhand

Required Experience:

- Minimum of 5 years of experience in CSR project proposal writing, particularly in responding to Requests for Quotation (RFQ) and grant applications.
- Proven track record of successfully securing funding through proposal writing for CSR initiatives.
- Experience in managing and coordinating proposal development processes.

Education Qualification:

- Bachelor's degree in a relevant field such as English, Communications, Business Administration, or a related discipline.
- Additional certifications or training in grant writing, proposal development, or CSR management would be advantageous.

Additional Qualification:

- Strong understanding of corporate social responsibility (CSR) principles and practices.
- Knowledge of donor requirements and funding mechanisms in the CSR sector.
- Familiarity with project management frameworks and tools.

Skills & Competencies:

- Exceptional written and verbal communication skills, with the ability to articulate complex concepts clearly and persuasively.
- Proficiency in research, analysis, and synthesis of information from diverse sources to develop compelling proposals.
- Strong attention to detail and accuracy in drafting, editing, and proofreading documents.
- Ability to work collaboratively in cross-functional teams and manage multiple deadlines effectively.
- Creative thinking and problem-solving skills to tailor proposals to specific donor requirements.
- Proficiency in Microsoft Office suite and familiarity with proposal management software is preferred.

Responsibilities:

- Lead the development of high-quality project proposals in response to RFQs, grant solicitations, and other funding opportunities.
- Conduct thorough research to identify potential funding sources, donor priorities, and relevant eligibility criteria.
- Collaborate with internal stakeholders, including program managers, finance teams, and subject matter experts, to gather information and input for proposal development.
- Write, edit, and format proposals, ensuring alignment with donor guidelines, objectives, and evaluation criteria.
- Coordinate proposal review processes, incorporating feedback from key stakeholders to strengthen proposals.
- Manage proposal submission timelines, ensuring timely delivery of high-quality documents.
- Maintain an up-to-date repository of proposal templates, boilerplate content, and supporting documentation.
- Stay informed about trends and best practices in CSR, philanthropy, and grant writing to enhance proposal effectiveness.
- Build and maintain relationships with donors, partners, and external stakeholders to support ongoing fundraising efforts.
- Monitor and evaluate the impact of funded projects, contributing to donor reporting and compliance requirements as needed.