



Proposal and Report Writer Lead

IJM APAC

May 2020

Who We Are

International Justice Mission is the global leader in protecting the world's poorest people from violence in the developing world. Our global team is at work in over 25 countries across Asia, Africa, Europe, Latin America and North America. Together we are catalysing a global movement that will rescue millions, protect half a billion, and make justice for the poor unstoppable.

Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. We are a global community that cares for one another. We value joy and celebration, and we strive to provide professional excellence to all those we serve.

The Values

IJM is Christian, Professional and Bridge Building. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness, and prayer.

The Position

International Justice Mission Asia Pacific is seeking a Proposal and Report Writer Lead, who will play a critical role in ensuring individual, family and corporate foundations in the Asia Pacific Region significantly invest in IJM and partner with us to achieve our 2030 Vision of rescuing millions, protecting half a billion and making justice for the poor unstoppable. This position is responsible for developing compelling proposals that engage and persuade, follow-up reports that meet partner commitments and increase repeat, long-term investment, as well as identifying key areas of research, data, storytelling or more that IJM should develop to improve the quality and return on our proposals. This position requires excellent working relationships with all Asia Pacific Advancement teams, ongoing learning about IJM's program work in every region and case type, proactively navigating our global IJM staff network, and acting as a liaison between relationship managers, Brand and Comms teams, Finance, Global People Services, and specific program teams in order to gather and align information for each proposal and follow-up report to donors. This position will also be responsible for building core foundations for our Asia Pacific Advancement efforts, including a system to manage proposal and report needs in the region, proposal writing coordination processes, and more. This position requires fresh creative thinking and proven success in storytelling that gives supporters an understanding of slavery and violence and the tangible opportunities to be involved.

For this role, IJM APAC is seeking a person to be based in Singapore, Hong Kong, Korea or Australia, in order of preference, but candidates in other locations will be considered. The Proposal and Report Writer Lead will be reporting to the Asia Pacific Regional President or Advancement Office Director, depending on location and candidate.

The Proposal and Report Writer Lead will:

- Manage Proposal Writing & Reporting Portfolio: Maintain a portfolio averaging eight submissions per month resulting in >US\$5M new annual revenue for the organization.
- Develop Proposal & Report: Deliver exceptional and persuasive storytelling through proposal writing, reports and relevant attachments to surprise and delight current and potential private funders that highlight the opportunities to be involved and celebrate what their giving is accomplishing around the world. Ensure proper completion of grant agreements.
- Coordinate Resource Acquisition and Development: Maintain libraries of standard documents and language. Work closely with IJM's Finance, Research, Program teams to gather and ensure that all budget, financial and organizational information is accurate and understandable.
- Coordinate Proposal & Report Cycle: Manage and respond to IJM's grants-directed email, receive and respond to new resource requests from internal relationship stakeholders; process grant agreements, in collaboration with internal legal and finance stakeholders. Maintain records of all submissions on Sharepoint. Track and report on proposal outcomes.
- Establish APAC Regional System, Procedures and Training Materials: Contribute to APAC's development of Advancement infrastructure by building an organizational system and guidance to manage proposal and report requests and needs, ensure a clear writing coordination process and responsibilities, and track proposal outcomes.

Skills, Experience and Attributes

To be successful in this position you will have:

- BA/BS degree in English or Communications
- 5+ years as a writer, proposal writer, or in business development
- Experience developing or contributing to donor proposal and reports with a proven track record for high returns
- Exceptional ability to communicate complex information in an accurate, compelling and concise manner
- Portfolio of excellent work that demonstrates expertise, creativity and ability to write for/communicate with varying audiences with proven results
- Portfolio of excellent published work that demonstrates expertise, creativity and ability to write for/communicate with varying audiences
- Strong writing and communication skills
- High level of proficiency in Microsoft Office
- Experience with Salesforce and Tableau preferred
- General understanding of financial principles and budgeting preferred

You will also:

- Be passionate for IJM's mission, theory of change, and spiritual formation practices
- Be curious to constantly explore and better understand IJM's work in order to create the most compelling content possible for donors
- Be highly organized with strong attention to detail
- Have excellent multi-tasking and problem-solving skills
- Have excellent strong time management skills
- Have experience in respectfully handling confidential information

- Have sophisticated relationship development and management with diverse internal stakeholders
- Be flexible, calm and productive under pressure
- Be adept at creative problem solving, particularly in anticipating and overcoming potential roadblocks.

What we offer:

- An inspiring work environment. Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals - characterised by an atmosphere of personal involvement and determination to bring justice, transform communities and end slavery.
- Opportunity to professionally develop your skills & attributes.
- Opportunity for spiritual formation.
- Salary is determined by our remuneration policy and years of QE

Interested?

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM APAC's values as detailed above, along with your current CV and a Statement of Faith to Arielle Yang at arielle@seekandfind.asia.

IJM APAC is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.