



Colors Rainbow

Vacancy Announcement

Deadline For Application

20 September 2017

Position Title

Development Coordinator

Location

Colors Rainbow Office , Yangon, Myanmar

Reports to

Program Director, Colors Rainbow

*Colors Rainbow seeks one committed and enthusiastic individual to join our team in Yangon as **Development Coordinator**. This position is full time and starts as soon as possible.*

Organization Background

Colors Rainbow (CRB) began as a specific LGBT project of the NGO Equality Myanmar (EQMM) [\[1\]](#) in 2007, and has since grown into Myanmar's leading LGBT rights organisation. Colors Rainbow transitioned inside Myanmar in 2013 and started enhancing a common understanding and acceptance of dignity and human rights in order to terminate discriminatory ideas against lesbian, gay, bisexual and transgender (LGBT) individuals. CR addresses LGBT rights from a multifaceted program perspective which consists of trainings, discussions, networking meetings, community events, lobbying, advocacy and research projects, and the production of multimedia resources. CRB produces a Myanmar-language website, TV program, and magazine covering LGBT rights issues in Myanmar and abroad.

CRB co-founded the Myanmar LGBT Rights Network on 26 November 2012 and continues to serve as the secretariat organization. CRB provides technical assistance to the Myanmar LGBT Rights Network and works closely with the advisory board, central board and working committees for network development.

Duties and Responsibilities

The *Development Coordinator* will have responsibility to assist Program Director for overall development and implementation of the Colors Rainbow. The Development Coordinator will have the following responsibilities;

- Research funding opportunities and identify new strategies
- Prepare, develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved



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- Develop proposals: write content and ensure that all required documents are submitted according to the donor's timeline.
- Build relationships with donors, other grant holders, local and international organizations, institutions and other relevant stakeholders
- Assist the Executive Director and Program Director in preparing abstracts and presentations about programs
- Design, develop and implement monitoring tools and data analysis for respective programs, and technical staff on data management and analysis using various data management systems
- Assist in developing project M&E strategies, frameworks, and plans to capture project performance and results, and in support of donor M&E Systems
- Conduct accurate and timely data collection, analysis and ensure timely reporting to the donor
- Coordinate to effective use and dissemination of project data within organization
- Maintain database and informs Program Director of upcoming deadlines
- Prepare quarterly, interim, final narrative reports for donors and annual organization report
- Coordinate identification and relationship building with donors, grants holders, local and international groups, organizations, institutions and stakeholders
- Travel as appropriate to program sites to assist in monitoring and evaluation
- Ensure that proposals include all M&E related documents required by donors
- Assist in preparing abstracts and/or presentations together with Program Director
- Undertake any other organizational tasks that may be assigned from time to time

Required Qualifications and Skills

- Any nationality can apply
- Background in grant management and development preferred
- Minimum Bachelor's Degree in development, social science, public management or equivalent degree (Master degree is preferred but not essential)
- Minimum of 5 years working experience in similar or relevant role
- Fluent in English
- Willingness to commit to full-time work for at least one year
- Creative, independent and highly self-motivated
- Respect diversity and sensitivity to other cultures
- Flexible, able to work under pressure, innovative and a great player



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- Strongly committed to human rights and social justice
- Strong interpersonal skills
- Ability to use database, MS Office suite and internet

Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks. External capacity building opportunities will also be engaged depends.

How to Apply

If you are interested in applying for this position please submit the following to minhtut.crb@gmail.com **not later than 20 September, 2017.**

- Resume/CV
- Cover Letter
- Just names and contact information for two references

For more information about Equality Myanmar/Colors Rainbow and our work please visit <http://equalitymyanmar.org>, www.colorsrainbow.org and www.colorsrainbow.com.

Colors Rainbow is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.

Only shortlist candidates will be contacted.

[1] Equality Myanmar (EQMM) is a nongovernmental organization which facilitates a broad range of human rights education and advocacy programs. Equality Myanmar (formerly known as Human Rights Education Institution of Burma - HREIB) was founded in 2000 with the goal of empowering the people of Burma through human rights education to engage in social transformation and promote a culture of human rights.