

TERMS OF REFERENCES PROGRAMME AND DEVELOPMENT MANAGER

Organisation: Loden Foundation

Location: Thimphu, Bhutan

Reports to: Executive Director

Position Type: Full-time contract (2 years renewal)

Position Overview

The Programme and Development Manager plays a critical role in leading Programmes and initiatives to advance the Organisation's goals. This individual will manage a portfolio of projects, oversee Programme development, secure funding, and work cross-functionally to ensure the successful execution of projects. The ideal candidate has strong leadership skills, a strategic mindset, and experience in Programme management, fundraising, and development.

Key Responsibilities:

1. Programme Management

- ⇒ Lead the planning, execution, and monitoring of multiple projects.
- ⇒ Develop Programme goals, timelines, and budgets, ensuring they align with the Organisation's strategic objectives.
- ⇒ Coordinate cross-functional teams to ensure the effective implementation of programmes.
- ⇒ Monitor project progress, evaluate performance, and manage any issues or risks.
- ⇒ Report on project outcomes and ensure alignment with stakeholder expectations.

2. Development and Fundraising

- ⇒ Identify and pursue new funding opportunities, including grants, sponsorships, and partnerships.
- ⇒ Develop and maintain relationships with donors, partners, and stakeholders.
- ⇒ Write proposals and manage grant applications, ensuring compliance with funder requirements.
- ⇒ Lead fundraising campaigns and donor engagement initiatives.

3. Strategic Planning

- ⇒ Collaborate with senior leadership to develop and refine Organisational strategies.
- ⇒ Ensure that Programmes align with the long-term vision and mission of the Organisation.
- ⇒ Analyze market trends and identify opportunities for growth and Programme expansion.

4. Team Leadership and Collaboration

- ⇒ Manage and mentor Programme staff, ensuring clear communication and accountability.
- ⇒ Facilitate collaboration across departments to promote Programme success.
- ⇒ Lead team meetings and coordinate efforts to achieve Programme objectives.

5. Budgeting and Resource Allocation

- ⇒ Develop and manage Programme budgets, ensuring efficient use of resources.
- ⇒ Oversee financial management, including tracking expenses and ensuring cost-effectiveness.

⇒ Ensure compliance with financial policies and funder requirements.

6. Monitoring and Evaluation

⇒ Develop and implement Programme evaluation frameworks to assess performance.

⇒ Gather and analyze data to measure Programme impact and inform decision-making.

⇒ Report Programme outcomes to stakeholders and recommend improvements.

Qualifications, Experience and Skills

⇒ Candidates should have a Bachelor's or Master's degree in fields such as Research, Social Sciences, Business administration or Development Studies. Preference will be given to those candidates with master's degrees with proven experience in research, development, or project management, especially within an NGO or civil society Organisation (CSO).

⇒ 3 - 5 years of experience in Programme management, development, or a similar role.

⇒ Strong understanding of fundraising, grant writing, and donor management.

⇒ Proven leadership and team management skills.

⇒ Excellent project management and Organisational skills.

⇒ Ability to work collaboratively and build relationships with diverse stakeholders.

⇒ Strong communication, negotiation, and presentation skills.

⇒ Experience with budgeting, financial management, and resource allocation.

⇒ Familiarity with monitoring and evaluation techniques.

Desired Competencies:

⇒ Strategic thinking and problem-solving.

⇒ Ability to manage multiple projects with competing deadlines.

⇒ Strong analytical and decision-making abilities.

⇒ High level of emotional intelligence and interpersonal skills.

Reporting and Supervision

⇒ The **Programme and Development Manager** reports directly to and works under the supervision of the **Executive Director**, ensuring alignment of all Programme matrix and development activities with the Organisation's overall mission and strategic goals. This reporting structure allows for close collaboration with the Executive Director to prioritize projects, secure funding, and assess Programme outcomes.

Pay and Benefits

⇒ Pay, allowances, and other monetary entitlements under this agreement shall be payable as per the Loden Service Rules and Regulations and only in Bhutanese Ngultrums.

Hours of Work

- ⇒ The employee shall be required to work a maximum of 44 hours per week and by other provisions concerning work hours as set out in the Loden Service Rules and Regulations.
- ⇒ The employee shall be entitled to overtime payments per the Labour and Employment Act 2007 or the internal regulations of the Loden Foundation.

Leave entitlements

- ⇒ The employer shall provide the employee rest and meal breaks per the provisions of the Labour and Employment Act 2007. Such breaks, however, do not count as part of standard working hours.
- ⇒ The employee shall be entitled to paid annual leave, sick leave, casual leave, five days of paternity leave, study leave, and any other leave in accordance with the procedures and arrangements provided in the Loden Service Rules and regulations.

Work place health and safety

- ⇒ The employer shall provide a safe working environment that is not harmful to the employee's health and assumes prime responsibility for all safety and health matters in the place of work. The employee agrees to cooperate with the employer to ensure the working environment is as safe and healthy as possible.
- ⇒ The employer agrees to provide the employee with all necessary protective clothing and equipment associated with the employee's duties and responsibilities without cost to the employee.
- ⇒ The employer agrees to compensate the employee for any injury or disease attributable to the performance of his or her duties and responsibilities under this agreement, or in the event of the death of the employee due to work or work-related circumstances, to compensate the employee's dependants and beneficiaries. Such compensation shall be payable according to the provisions of the Labour and Employment Act 2007 and Loden Service Rules and Regulations.

Provident funds, pensions, and gratuities

- ⇒ On termination, the employer shall pay the employee all payments and entitlements due for provident fund, group insurance, pension rights, and gratuity payments, if any, as provided in the Labor and Employment Act, 2007, or Loden Service Manual (Separation Payout SOP).

Duration and Terms

- ⇒ This is a full-time position with an initial contract of 2 years, subject to performance evaluation and renewal based on Organisational needs.
- ⇒ Competitive salary and benefits package, in line with the Loden Foundation's ISR and compensation structure.

Note: Female Candidates with relevant qualification and experience are highly encouraged and candidates with relevant qualification will be given preference for shortlisting.