# VACANCY ANNOUNCEMENT

**Light for the World**

Our vision is an Inclusive Society for All, where no one is left behind and all people participate equally in the cultural, social, political and economic environment. Our mission is to contribute to a world in which people with disabilities fully exercise their rights. The UN Convention on the Rights of Persons with Disabilities guides us. People with disabilities living in poverty are amongst the most excluded groups in society. They are at the centre of our work and they drive the change.

Light for the World Netherlands is an associate member of Light for the World International, following the same vision, mission, strategy, core values and overall theory of change. However, we have our own specific focus, strategic goals and distinct role within the international body: providing disability mainstreaming expertise to development organisations to become disability inclusive in their organisational practices and programmatic work. Our ambitions, objectives and working methodology is described in our strategic plan 2016-2020 “Making disability inclusion work: innovation for inclusion”.

We are looking for a qualified person for the position of

# Proposal writer (32-36 hours)

Position and accountability

1. Reports to and assists the Business Development Specialist in developing appealing and convincing (consortia) programme and consultancy proposals for (international) foundations, institutional donors and clients.

Responsibility

* The proposal writer manages the complete proposal development process starting from calls or request for proposals, the writing stage, coordinating between parties until the final submission.

Main tasks

* Keeping track of interesting requests, calls for proposals or terms of references
* Keep the subscriptions of Light for the World with international donors up to date (e.g. USAID, EuropeAid).
* Analysing calls or requests for proposals, and assess their relevance for Light for the World.
* Develop proposals for institutional donors and (international) foundations
* Define the development process, efficiently managing deadlines, ensuring completeness and accuracy of the proposal content and financial data.
* Gather and format information, in close cooperation with the disability inclusion advisors and other specialists to ensure feasibility at the implementation stage.
* Write concept notes and full proposals that demonstrate a clear Theory of Change, well defined result areas, measurable results, budgets and impact.
* Develop consultancy proposals for clients based on their requests
* Define the development process, efficiently managing deadlines, ensuring completeness and accuracy of the proposal content and financial data.
* Gather and format information, in close cooperation with the disability inclusion advisors and other specialists to ensure feasibility at the implementation stage.
* Write technical and financial proposals that demonstrate the Light for the World evidence-based training and advice methodology on disability inclusion, clear deliverables, realistic timetable, adequate budget and impact.
1. Creating appealing texts and plans of existing programmes, for promotional purposes
* Develop project briefs based on approved project proposals.
* Coordinate the production of infographics, presentations or posters on on-going programmes.
* Assist in the implementation of the communication and fundraising strategy in on-going programmes.

**We are looking for a proposal writer with the following knowledge, skills, experience and abilities**

Knowledge

* Master’s degree in international development studies, human rights, communication or an equivalent discipline.

Professional qualifications

* A proven track record in writing successful (complex) project and programme proposals
* Excellent analytical and writing skills as well as financial literacy
* Professional fluency in writing in English and Dutch (while French and Portuguese are considered an asset)
* Full IT proficiency (Microsoft)

Personal qualifications

* Affinity with the vision and mission of Light for the World and knowledge of developments on disability inclusion.
* Familiarity with policy frameworks of governments and international foundations
* Result-oriented, proactive team player and able to support colleagues in developing and writing proposals
* Excellent organizational skills: planning, monitoring and following up to deliver on the promise
* Accuracy and attention to detail
* Ability to connect and work with people from all backgrounds and cultures, and diplomatic

**In summary**

Do you recognize yourself as a good writer who is able to translate Light for the World’s ambitions into appealing grant and consultancy proposals? Do you have the skills to coordinate the writing and development process from start to finish, together with a team of specialists and advisors? Are you keen in balancing the interests of Light for the Word and those of other consortium members? And do you not shy away from dealing with complex dynamics, are you maintaining a cool head under pressure to deliver high performance and winning proposals? Are you able to translate basic ideas into concrete proposals? Do you have excellent communication and diplomatic skills to maintain close contacts with donors and the partners you are working with?

Our offer

Salary range: € 2,609 - € 3,847 (scale 9 CAO Welzijn & Maatschappelijke Dienstverlening) +8% holiday allowance

Commencement contract: Autumn 2017

Contract duration: One year with possibility for renewal

Duty station: Veenendaal, The Netherlands, but you should be prepared to travel abroad frequently.

Recruitment process

Please send your application letter and C.V. with salary information before August 11, 2017 to vacancy@lightfortheworld.nl. If you have any questions about this job, please contact Paul Mbatia via email p.mbatia@lightfortheworld.nl .

**We strongly encourage people with disabilities to apply for this position.**

**Acquisition to this vacancy is not appreciated.**

**Light for the World**

Vendelier 13, 3905 PB Veenendaal, The Netherlands

P.O. Box 672, 3900 AR Veenendaal, The Netherlands

T +31 (0)318 - 58 63 58

I www.lightfortheworld.nl