

## Job Description

### **PROPOSAL WRITER**



**Position:** Proposal Writer & Researcher  
**Location:** Dakar, Senegal  
**Department:** Global Mobilization Team  
**Reports to:** Global Partnerships Specialist, located remotely

## ORGANIZATION OVERVIEW

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Tostan is a West Africa based international nonprofit headquartered in Dakar, Senegal. Our vision is “Dignity for all” and our mission is to inspire and empower communities to achieve their vision for sustainable development. We contribute to creating large scale movements for the respect of human rights leading to positive social transformation.

Tostan’s core values are love, communities first, learning and innovation, partnership and dialogue, passion and pride in our work, respect and humility toward others. The years 2019-2020 will be a period of scaling and sustaining our impact in West Africa. For more information, please visit: [www.tostan.org](http://www.tostan.org)

## DEPARTMENT OVERVIEW

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Tostan seeks a Proposal Writer & Researcher to provide technically skilled support on a contractual basis to fulfil the Tostan Global Mobilization team’s vision that ***Tostan will achieve mission fulfillment when ample resources flow through a local and global network that is determined to see “Dignity for All” realized.***

The Global Mobilization Team (GMT) coordinates and manages all of Tostan’s external relationships and secures the financial and in-kind resources necessary for mission fulfillment. The GMT is in charge of maintaining a broad base of flexible, sustainable partnerships with engaged supporters and donors.

The GMT proactively reaches out to, nurtures and coordinates partnership with values-aligned and trustful supporters who are inspired to and can invest in Tostan long-term. We prioritize supporters who give program-driven and capacity support; leading to evidence of impact in the areas of civil society / human rights, and women and girls.

## PROPOSAL WRITER & RESEARCHER ROLE

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The Proposal Writer & Researcher will work directly with create a bridge between the programs teams and resource development staff to ensure Tostan produces quality proposals that target funders in a timely and organized fashion. They will understand audience, communities of support and practice related to Tostan’s mission.

The candidate must be highly organized with the ability to implement systems and follow-up processes, able to work effectively under pressure, use independent judgment and produce a quality work product under tight timelines. Previous experience will demonstrate a proven track record of securing new

funding opportunities, comprehensive knowledge of research and the ability to identify and secure funding for special projects.

This role calls for the highest standard English communications - written and verbal - and proficiency in French. Proposals will be written in both languages. It is an added bonus if you speak one or more national West African languages.

## RESPONSIBILITIES

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- Support the design and stability of a new proposal writing system in an organization with more than 25 years of experience
- Prepare proposals and grant applications in English and French for various audiences including institutional, family and private foundations
- Performance of responsible professional administrative work in researching, identifying, developing and responding to public and private grant opportunities
- Write reports to government, corporate, private, foundation and other funders
- Steward Tostan's communication strategy, target audiences, and thought leadership areas in all concept notes and proposals
- Liaise with programs and M&E staff to translate organizational solutions into proposals
- Research and analyze global trends and landscape to advance understanding of Tostan's program areas and thought leadership areas, incorporate into proposals and organizational briefing notes
- Edit content for clarification and consistency with Tostan's communications strategy and programmatic priorities with attention to audience and big picture strategy
- Understand and use proposal databases as needed
- Research new grant leads and make recommendations on fit and appropriateness of opportunities
- Coordinate proposal development including adhering to proposal schedule deadlines and ensuring that other teams and staff know and fulfill their responsibility to the deadline
- Update and maintain contact and grants databases
- Other tasks as necessary to ensure the smooth running of a skilled team

## QUALIFICATIONS AND CRITERIA

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- Fluent in English and French, with a very high standard placed on English language writing
- Advanced mastery of Microsoft Word and Excel
- Solid computer literacy and skill in using the internet for research
- Analytical and comfortable working with databases
- Comfortable working independently and in a team environment
- Commitment to the mission of Tostan
- Demonstrated experience writing institutional and private grants, concept notes, white papers, research papers and other content to support a mission-based case for support.

## HOW TO APPLY

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Please send a CV and a Cover letter via email to [hr@tostan.org](mailto:hr@tostan.org). Please send with “Proposal Writer & Researcher” in the subject line. We are accepting applications until midnight on Sunday 10<sup>th</sup> February. Incomplete applications will not be considered.

Tostan is an equal opportunity employer. We evaluate all applicants without unlawful considerations of race, religion, age, sex, national origin, disability, or any other basis prohibited by applicable law.