

Empowering
the Change



JOIN US

FUNDRAISER – BIDS & PROPOSALS SPECIALIST

Management and development consulting company ACT Global is seeking a motivated and detail-oriented Fundraiser – Bids & Proposals Specialist to support the company's efforts in securing funding for development initiatives.

Position: Fundraiser – Bids & Proposals Manager

Employment Type: Full-time

Location: Zurab Anjaparidze I Lane, #4, Tbilisi

Working Hours: 09:30 - 18:30 (Hybrid, from Monday to Friday, with a one-hour break)

Deadline: 6th of March, 2026.

ACT Global



FUNDRAISER – BIDS & PROPOSALS SPECIALIST

MAIN RESPONSIBILITIES OF THE POSITION

The role focuses on tracking tenders, identifying funding opportunities, and contributing to the development of high-quality bids for projects funded by international donors and government agencies.

The selected candidate will be involved in drafting Expressions of Interest (EOIs), Requests for Proposals (RFPs), and both technical and financial proposals.

Specifically:

1. Opportunity Tracking and Identification

- Continuously monitor donor platforms (e.g., World Bank, EU, USAID, UN agencies) and government procurement portals for relevant tenders and calls for proposals.
- Maintain an up-to-date pipeline of opportunities aligned with ACT Global’s service areas and strategic goals.
- Flag strategic opportunities for early positioning and engagement.

2. Proposal Development

- Draft EOIs, RFPs, and tailored technical and financial proposals in collaboration with internal teams and external experts.
- Ensure that all proposal submissions are timely, compliant, and of high quality.
- Coordinate with technical leads and support proposal packaging, formatting, and documentation.

3. Vendor and Expert Network Support

- Assist in identifying, evaluating, and vetting local and international experts and vendors/partners relevant to specific bids.
- Maintain a structured database of consultants, vendors, and strategic contacts.
- Support due diligence processes and documentation in collaboration with internal teams.

4. Partnerships and Stakeholder Coordination

- Support the bids team in communicating with partners, consultants, and subcontractors.
- Lead the coordination and the collection of administrative and technical documents for joint bids.
- Support document partnership arrangements, roles, and contributions.

5. Market Intelligence and Strategic Input

- Conduct desk research on donor trends, sectoral focus areas, and geographic priorities.
- Provide inputs into internal strategy discussions related to positioning for competitive tenders.

6. Documentation and Reporting

- Keep detailed records of bids submitted, communications with partners and donors, and results.

- Provide regular updates on progress, bid status, and lessons learned to the Bids and Proposals Team Lead.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in international development, public policy, business administration, or related fields (Master's degree preferred).
- Understanding of international donor and government procurement procedures.
- Excellent English communication skills (written and spoken, C1 level required).
- Strong organizational skills with an ability to manage multiple deadlines and priorities.
- Proficiency in Microsoft Office Suite; familiarity with CRM/proposal tracking tools is an asset.

WORK EXPERIENCE:

- Minimum 2–4 years of experience in fundraising, proposal development, or donor engagement, preferably with a focus on development cooperation.
- Experience supporting proposal preparation and working with partners in multi-country or multicultural settings.

KEY COMPETENCIES:

- Sharp analytical and writing skills with attention to compliance and detail.
- Strategic thinking and ability to align with funder and organizational priorities.
- Strong interpersonal and coordination skills.
- Proactive, self-motivated, and resourceful team player.
- Flexible and adaptive in dynamic, deadline-driven contexts.

WHY JOIN US?

This is an exciting opportunity to play a key role in mobilizing resources for impactful development projects while working in a collaborative, mission-driven environment. You'll be part of a global team contributing to sustainable solutions across emerging markets and regions in transition.

ABOUT ACT GLOBAL

ACT Global is a management and development consulting company that empowers leaders, organizations, and governments to drive sustainable and positive change. Our core strength lies in transforming data, innovative ideas, and specialized expertise into tangible, high-value outcomes.

We maintain a primary focus on developing countries. We possess a deep understanding of the challenges they face while clearly recognizing their tremendous potential. Operating in more than 30 countries across three continents, we provide support to both private and public sector organizations as they implement significant economic, social, and political transformations.

For more information: <https://act-global.com/en>

To apply, please send your CV and motivation letter to **hr@act-global.com** by March 6th, 2026, with the subject line: **Fundraiser – Bids & Proposals Manager**.