



**Call for Applications: Technical Writer – World Vision WASH Team** (contracted position)

**Position:** Contracted technical writer

**Department:** World Vision WASH (Water, Sanitation, and Hygiene) Team

**Location:** Remote

**Contract Type:** 20-40 hours per week; 12 months

**About the Role:** World Vision is seeking a highly skilled technical writer to support our water, sanitation, and hygiene (WASH) program. The successful candidate will play a pivotal role in developing compelling proposals, reports, and other documentation ensuring the effective communication of our vision, goals, and achievements to donors and stakeholders. A significant portion of our content is being created using analytical tools like Power BI and ArcGIS. Finding a technical writer with these additional skills would be highly desired. The contract is annual with the intention to renew if all parties agree.

**Primary Responsibilities:**

**1. Proposal Development:**

- Develop a range of funding proposal documents including concept notes, narrative proposals, program profiles, multiyear plans, work plans, and budget narratives.
- Coordinate proposal development schedules with the World Vision program managers and senior editorial manager.
- Review and utilize RFPs, templates, and donor policies/guidelines.
- Prepopulate templates and guide field teams in providing clear and comprehensive program information.
- Ensure the high quality of donor documents by reviewing and soliciting additional information as needed.

**2. Donor Reports** (quarterly, midterm, annual, and project completion):

- Prepare report templates and provide guidance for field team completion.
- Participate in calls with field teams for content clarification, as needed.
- Lead development of donor-facing reports, from drafting content, reviewing, finalizing, to submitting.

**3. Miscellaneous Responsibilities:**

- Create other technical documents as needed, such as capacity statements, project summaries, case studies, learning briefs, etc.
- If experienced with Power BI or ArcGIS, create dashboards, maps, and digital reports.

- Address donor queries on reports and proposals.
- Manage revisions and responses to donor questions on monitoring data and other ad hoc requests.

**Required Education, Skills, and Experience:**

- Bachelor's degree in a relevant discipline or equivalent work experience (eight years).
- Minimum of five years of experience in business development, proposal management, and program report writing.
- Proven track record of successful proposal submissions with key private foundations and/or U.S. government donors.
- Ability to manage multiple tasks efficiently and work in a fast-paced environment.
- Proficient use of writing and publishing tools.
- Proficient in written and spoken English.
- Experience using Power BI and/or ArcGIS highly sought after.
- Experience in the WASH sector is preferred.
- Fluent in Spanish or French preferred.
- Experience using InDesign preferred.

**Documents Created by our Team in FY23:**

- Completed and submitted 35 proposal documents for \$128.6M (excluding government grants).
- Successfully completed and submitted 51 donor reports.
- Developed nine capacity statements.
- Produced 14 diverse documents including evidence summaries, learning briefs, project summaries, and a case study.
- Published nine blogs focused on thought leadership in the WASH sector.
- Currently developing three reference guides and various other content pieces.

**About World Vision:** We're a global Christian humanitarian organization. We partner with children, families, and their communities to empower them as they reach their full potential by tackling the causes of poverty and injustice. For nearly 70 years, World Vision has followed Jesus' example to show unconditional love to the poor and oppressed. We serve every child regardless of faith.

**Application Process:** Please submit your resume, a cover letter detailing your relevant experience and why you are a good fit for this role, your hourly or daily rate, and at least two technical writing samples.

[Please submit your application here.](#)