

DDEF/2026-105,**Date: 07/08/2026****Job Vacancy Announcement****Job Circular****Position: Director cum Coordinator (Full-Time)****Job Location:** Dhaka, Bangladesh (Extensive travel within Bangladesh required)**About DDEF**

Disable Development and Educational Foundation (DDEF) is a non-profit, humanitarian and development organization established in 2001. Since 2007, DDEF has been implementing regular development and humanitarian programs for persons with disabilities and other vulnerable communities across Bangladesh.

Our major interventions include:

- Empowerment of persons with disabilities and disadvantaged women
- Primary healthcare and medical support
- Free cleft lip and cleft palate surgeries
- Cataract surgery assistance
- Distribution of assistive devices for persons with disabilities
- Special education for children with disabilities
- Prevention of violence against women
- Emergency response during COVID-19, floods, cyclones, and other disasters
- Climate change awareness and community resilience initiatives
- Sewing skills training and sewing machine distribution for self-employment
- Livelihood support and financial assistance
- Humanitarian and emergency relief programs

DDEF also envisions establishing:

- An orphanage for children with disabilities who have lost parental care
- A Special Education and Training Center
- A Specialized Hospital for Persons with Disabilities
- A Mosque as part of the community development initiative

To strengthen our fundraising, partnership development, and organizational growth, we are seeking a highly qualified and experienced professional for the following position.

Position Summary

The Coordinator cum Director will provide strategic leadership in fundraising, donor relations, partnership development, project coordination, organizational representation, and institutional

capacity building. The successful candidate will play a key role in expanding DDEF's national and international partnerships.

Key Responsibilities

- Develop and implement fundraising strategies targeting international donors and development partners.
- Secure at least **one international donor-funded project every three months**, subject to donor opportunities and organizational readiness.
- Build and maintain strong relationships with bilateral, multilateral, UN agencies, INGOs, foundations, embassies, and corporate donors.
- Regularly visit donor and development partner offices in Bangladesh.
- Prepare high-quality project concepts, proposals, reports, presentations, and donor communications.
- Represent DDEF in meetings, workshops, networking events, and coordination forums.
- Coordinate organizational programs and ensure quality implementation.
- Produce organizational videos, documentaries, digital content, and promotional materials.
- Strengthen DDEF's public relations, visibility, and communications.
- Support strategic planning and institutional development.
- Travel anywhere in Bangladesh as required by organizational needs.

Educational Qualifications

- Master's Degree (MA or equivalent) in any discipline.
- Preference will be given to candidates with educational background in **English, Public Relations, Development Studies, International Relations, Business Administration, or Social Sciences**.

Experience Requirements

- Minimum **5–10 years of proven professional experience** with international donor agencies, INGOs, NGOs, UN organizations, or development partners.
- Demonstrated success in proposal development and institutional fundraising.
- Strong understanding of donor compliance, project management, and partnership development.
- Excellent networking and negotiation skills.

Required Skills

- Excellent written and spoken English.
- Strong communication and public relations skills.
- Advanced computer proficiency (MS Office, Google Workspace, internet research, etc.).
- Experience in video production, documentary making, photography, graphic content, and digital media management.
- Proposal writing and report writing skills.
- Strong presentation and interpersonal skills.
- Ability to work independently under pressure and meet deadlines.

Salary & Benefits

- Monthly Salary: **BDT 40,000–45,000** (Negotiable based on qualifications and experience)
- Full-time position
- Other benefits as per organizational policy

Additional Requirements

- Must be willing to travel extensively throughout Bangladesh.
- Strong commitment to humanitarian values and inclusive development.
- High level of integrity, professionalism, and leadership.

How to Apply

Interested candidates are requested to submit:

- Updated CV
- Cover Letter
- Recent Photograph
- Copies of Educational Certificates
- Experience Certificates
- Contact details of at least two professional references

Interested candidates are requested to send their application to the following email address:

Email: ddef_barguna@yahoo.com

Last date for submission : 08/09/2026

Only shortlisted candidates will be contacted for the recruitment process.

DDEF is an equal opportunity employer. Women and qualified persons with disabilities are highly encouraged to apply.

Join us in our mission to empower the marginalized and build a more inclusive Bangladesh!



Md Masum Billah

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