

Job Description

Regional Funding and Programme Development Manager – Africa

Job Title:	Regional Funding and Programme Development Manager – Africa
Location:	Nairobi OR Kampala
Reporting to:	Head of Funding (UK)
Management responsibility:	Line management of two regional funding positions
Key relationships:	<ul style="list-style-type: none"> • UK Funding Team • Head of East Africa • Country Directors and Managers • Country Programme Teams • Regional and UK Finance Teams
Salary range:	£33,000 - £37,500 gross per annum + 9% pension contribution

Description of Saferworld and the Funding team:

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

We work in over 20 countries and territories, including East Africa, South and South East Asia, China, Central Asia, the Caucasus and the Middle East. We receive funding from a range of donors including numerous governments, the European Commission, charitable trusts and individuals. The Funding Team is responsible for managing fundraising activities across the organisation, including supporting on applying for funding and managing grants, to an overall value in excess of £14 million.

The Regional Funding and Programme Development Manager reports to the Head of Funding and supports raising unrestricted funds for the organisation and restricted income for the East Africa region. The post-holder will work directly with the Head of East Africa and regional programme teams to lead and/or support raising funds, managing grants and developing programme plans in response to funding opportunities. S/he will also be responsible for building colleagues' fund raising and grant-management capacity and has line management of regional funding colleagues.

Saferworld is looking for someone with experience of fundraising from a selection of statutory, institutional and trust and foundation income streams. They will have significant experience in writing/coordinating statutory proposals, such as for the EU or DfID, keeping track of, and identifying, funding opportunities, and managing grants to ensure contract compliance. Ideally the candidate will have experience of producing competitive tendering applications.

Job Purpose:

The post holder will:

- Lead and/or support the development of proposals in coordination with teams and in response to funding opportunities;
- Identify funding opportunities, both restricted and unrestricted;
- Facilitate and coordinate the internal funding process, including support with writing applications and tenders, producing application budgets and supporting documents, including logframes and risk assessments;
- Support engagement with funders alongside their regional programme colleagues,;
- Lead and/or support managing donor relationships and grant requirements;
- Support programme colleagues with the production of country-specific fundraising strategies;
- Line-manage funding colleagues based in Africa.

This post will contribute to the implementation of Saferworld's fundraising strategy.

Roles and Responsibilities:

In coordination with the Head of Funding and other relevant Saferworld departments:

Fundraising and programme development in response to funding opportunities

- Engage with programme teams to identify funding needs and future programme plans in response to funding opportunities.
- Support programme teams with funding programme work, including designing programmes in response to specific funding or tender calls, supporting the provision of content, developing MEL frameworks and producing application budgets, as well as other documents needed for applications and tenders.
- Work with programme teams and other colleagues across the organisation, including the Finance team, to coordinate high quality funding proposals, ensuring that donor requirements and guidelines are understood and met.
- Research the priorities of new and existing donors, and work with programme colleagues to cultivate relationships with donors, and keep up-to-date with funding trends and opportunities from institutions, governments, trusts and foundations.
- Keep programme teams informed about funding opportunities and donor engagement.
- Maintain an accurate database of current and prospective donors, funding applications and their outcomes.
- Support the development of country-specific funding strategies.

Grant Management

- Manage the reporting process on a portfolio of grants relating to regional programmes.
- Manage donor relations for existing and new grants, including negotiating grant contracts as required and ensuring contractual compliance, which involves ensuring relevant teams know about their roles and responsibilities as well as deadlines.
- Support programme teams and work with the Finance team to prepare timely and accurate narrative and financial reports in line with contractual requirements.
- Ensure the funding database is kept up to date and all records of contracts and reports are accessible.
- Chase income payments and coordinate effective coding of restricted income.
- Support the effective monitoring and evaluation of grants.
- Contribute to the organisational process for effective monitoring and evaluation, working closely with ODU and in alignment with our organisational methodologies.
- Develop the skills and understanding of programme staff as required on fundraising and grant management skills.

Communications

- Work closely with the Communications team to raise awareness of our work among key donors (and ensure fundraising information is kept up to date on the website).

- Participate in Funding team meetings.
- Update line manager and other colleagues on applications being produced, applications in the pipeline and committed funding.

Management

- Line-manage regional funding staff, including holding regular 1:1s, mentoring and capacity building, supporting with learning and development needs, and performance reviews (this will include helping reports have clear objectives and development goals based on roles expectations and capacity needs).

PERSON SPECIFICATION

The successful candidate will need:

Knowledge

- A Bachelor's degree or relevant experience in the international charity sector
- Knowledge of international funding trends and Saferworld's key donor's priorities and strategies
- Thematic knowledge of security and justice, governance, gender or conflict transformation would be an advantage
- Knowledge of the East Africa context is desirable

Experience

- Significant statutory, institutional and trust and foundation experience
- A proven track record of developing successful programme proposals, including applications to institutional donors, for six-figure amounts
- Experience of grant management, including of producing reports
- Experience of competitive tendering is desirable

Skills

- Excellent writing skills
- Ability to plan and work within agreed timeframes
- Ability to demonstrate initiative and work well under pressure
- Ability to understand and generate budgets
- Ability to lead, manage and mentor teams
- Excellent communication and interpersonal skills and ability to work with staff based in different countries and time zones

TERMS AND CONDITIONS

Probation: There will be a probationary period of three months
Holidays: 28 days holiday a year in addition to relevant public holidays
Salary range: £33,000 - £37,500 gross per annum + 9% pension contribution
Hours: The standard working week is 37.5 hours

APPLICATION PROCESS

To apply please complete an application form a copy of which can be found at www.saferworld.org.uk/about/jobs and send it to jobs@saferworld.org.uk. Please state, FPDM in the subject line.

Please note, Saferworld does not charge any fee or solicit payment of any kind as part of the hiring process.

Deadline for applications: 18 April 2017. *We regret only shortlisted candidates will be contacted*