

## JOB DESCRIPTION

<b>Job Title</b>	<b>Consultant - Head of Grants Unit</b>
<b>Department</b>	<b>Grants</b>
<b>Reports To (Function)</b>	<b>Chief Development Officer</b>
<b>Location</b>	<b>London area or /USA/Netherlands</b>

### **PURPOSE OF POSITION:**

The Head of the Grants Unit will take overall responsibility for the successful running of the Grants Unit, working with Affiliates, Country Directors and the senior management team to identify grants relevant and appropriate to JAM’s programming and overall theory of change. They will guide, develop and manage the bid development process with the aim of securing funding across JAM Programmes. The person taking on this role will have significant field experience and an extensive background in working in the grant capitals of the world and a successful track record of securing and implementing substantial grants

### **KEY RESPONSIBILITIES:**

Guide the grants team and lead the grants process

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- Identify and manage external grant writers and other specialists as required
- Determine Funding Needs and identify appropriate funding opportunities
- Owner of the JAM Business Acquisition and Management (BAM) process
- Design grant programmes and facilitate template requirements
- Guide and set out approach and theme of initial input and scope for each opportunity
- Construct and submit grant requests, including letters, proposals, budgets, and presentations
- Map donors, research and identify government grants, tender opportunities, new grant related donors and other funding opportunities
- Develop a pipeline of new prospects and opportunities, prioritise and schedule opportunities
- Manage timeline and deliverables and maintain an awareness of contracts due for tender and take responsibility for acquiring, tracking and following up on applications
- Identify and work with consortiums
- Lead the due diligence, project negotiations and post award process with donors
- Monitor grant budgets and revenue targets.
- Network, connect and develop relationships with potential donors, trustees, and influential persons
- Donor management with the aid of Sales Force.org Non profit Success Pack
- Final review and sign off all grant proposals and LOI’s

## **JOB DESCRIPTION**

- Grant management, donor communication and reporting

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Degree in relevant field
- Minimum 5 years of experience in successful grant proposal writing and management of proposal development teams with multi- and bi-lateral donors
- Raising income through applying for Grants
- Working as part of the wider team in developing new funding campaigns and supporting one another in achieving individual and team income targets
- Grant writing, negotiation and management experience
- Significant experience in prospect research, supporter relationship management and stewardship, as well as being proficient in the use of systems to manage, monitor and report fundraising activity for example Sales Force.org Non profit Success Pack
- A strong communicator with the ability to translate project and core income needs into creative and persuasive grant fundraising applications
- Working from home you will need to be an exceptional team player with a collaborative approach and an ability to remain focused in a changeable environment.
- Proven knowledge leading a multi-cultural team
- Experience working in a cross-cultural environment
- Experience and working in different contexts/countries will be preferred
- Willing and able to travel extensively (+/-30%)

### **Application closing date: 24<sup>th</sup> June 2021**

Applications should include a CV and cover letter.

All interested applicants should send their resumes and applicable documents to [recruitment.sa@jamint.com](mailto:recruitment.sa@jamint.com)

Disclaimer: Please note that if the response for this role is higher than anticipated, we reserve the right to interview and appoint before the advertised closing date.