

JOB PROFILE FOR POSITION OF GRANTS MANAGER

Job Title: GRANTS MANAGER	
Reports to: DIRECTOR BUSINESS DEVELOPMENT	
Department	BUSINESS DEVELOPMENT
Direct Reportees	GRANTS OFFICERS
Indirect Reportees	ALL STAFF
<p>Job Purpose</p> <p>The Grants Manager will play a pivotal role in driving CEHURD's mission and strategic objectives forward through effective grants development and management. The job holder will be responsible for managing all aspects of the grants process, from researching funding opportunities to proposal development and submission while ensuring participation of relevant staff, budgeting, contracting, reporting and compliance. The Grants Manager will also lead the streamlining of CEHURD's sub-granting portfolio. They will be responsible for fundraising, donor engagements and support towards strategic partnerships management. The job holder requires knowledge, skills and experience in project planning and management in NGO environment; financial and compliance management and risk management. They require excellent writing and communication skills, and a strong understanding of grant management best practices. The person will also have a capacity development role in grants development and management for staff.</p> <p>Key responsibilities and result areas</p> <p>The Grants Manager is responsible for securing funding for CEHURD by managing the grant application process and ensuring participation of staff, maintaining relationships with funding agencies, and ensuring compliance with grant requirements.</p> <ul style="list-style-type: none"> ▪ Strategic Fundraising, Donor Engagement and Partnerships ▪ In collaboration with the Programme Unit, lead the development of CEHURD's fundraising strategy. ▪ Map donor policy and priorities and their alignment with CEHURD's programmatic and advocacy goals. ▪ Maintain strong donor relationships with strategic funding partners. ▪ Network, gather information and do context analysis that contributes to CEHURD's ability to make strategic and informed decisions regarding fundraising and partnership in support of CEHURD's programmatic goals. ▪ Actively engage in CEHURD's regional and/or global grants and partnerships initiatives. ▪ Cultivate new donors and maintain relationships with existing donors through personalized engagement and stewardship. ▪ Explore opportunities for diversifying funding sources. ▪ Maintain up-to-date knowledge of best practices in grant management and compliance. <ul style="list-style-type: none"> ▪ Grant Identification, Application and Research 	

JOB PROFILE FOR POSITION OF GRANTS MANAGER

- Conduct in-depth research to identify a diverse range of funding opportunities from foundations, corporations, government agencies, private sector and other development partners.
- Stay current on global health, human rights, and development funding trends to align grant-seeking strategies with evolving priorities.
- Lead the end-to-end preparation and submission of quality grant applications that align with donor requirements and institutional priorities, in collaboration with programmes and support teams.
- Maintain a proactive approach to ensure compliance with all donor requirements and adhere to submission deadlines.
- Conduct ongoing grants administration and research, including analyses of grant reports and trends.
- **Grant Proposal Development and Submission**
 - Lead grant proposal development and submission, preparing and organizing materials for proposals, and submitting and monitoring grant applications,
 - Collaborate closely with programmatic teams, legal experts, and researchers to craft compelling grant proposals that reflect CEHURD's mission and innovative approaches.
 - Ensure proposals are well-articulated, impactful, and align with the organization's long-term vision.
 - Work closely with program managers to align grant applications with the organization's strategic objectives and project goals.
 - Manage the grant application process, including submission, follow-up and tracking outcomes.
- **Relationship Management**
 - Cultivate and maintain strong relationships with current and potential funders, representing CEHURD's achievements, challenges, and future plans effectively.
 - Engage donors through regular updates, personalized communications, and responsive interactions.
 - Develop and oversee standard terms and conditions for grant award letters, agreements, and contracts.
 - Provide links between program, finance, information technology, and other administrative functions so that all grant management activities are smoothly implemented.
- **Compliance, Filing and Reporting**
 - Oversee the implementation of CEHURD Grant management policy.
 - Provide clear and concise grants administration policies and procedures for staff and grantees.
 - Oversee compliance with grant agreements, reporting deadlines, and donor guidelines.
 - Support grant implementation teams in ensuring the preparation of meticulous and timely reports that highlight project progress, outcomes, and the impact of CEHURD's work.

JOB PROFILE FOR POSITION OF GRANTS MANAGER

- Receive and enter grants data into grants management system and online filing system and ensures integrity of data, in accordance with legal and regulatory requirements as well as with the Funds' own processes and requirements.
- Review grant entries in database with Program Officers to ensure completeness and accuracy of information.
- Assist Program Director in preparing docket presentation and reports for staff, donors, Grant making Committee, and Board.
- Produce reports on grants information as requested.
- Collaborate with MEAL department to ensure that there are periodic grant reviews where status of implementation is discussed, challenges identified and solutions obtained.

▪ **Budget Oversight and Financial Reporting**

- Collaborate with finance and program teams to develop detailed and realistic budgets and budget narratives for grant proposals.
- Monitor grant expenditures, ensuring financial accountability and compliance with grant agreements and reporting requirements.
- Schedule payments, including grant awards and installments in coordination with Program Director, Finance Director, and Accountant
- Work with finance team to schedule wire transfers within online banking system and communicate payment information and verification to grant recipients.
- Coordinate with the finance team to ensure accurate financial reporting and compliance with budgetary requirements.
- Provide financial updates to donors in collaboration with the finance department.
- Support the finance team in ensuring timely grant budget trackings.

▪ **Grant Database Management**

- Maintain a comprehensive and up-to-date grants database, meticulously tracking the status of applications, reporting requirements, and project outcomes.
- Work with the Program Director to develop or revise applications and grantee report formats to ensure data can be tracked.

▪ **Capacity Building and Collaboration**

- Provide targeted training and support to program staff involved in grant-related activities. Train staff on both grants administration procedures.
- Facilitate knowledge sharing within the organization regarding successful grant acquisition and management strategies.
- Provide guidance and mentorship to staff involved in grant-related activities.
- Collaborate with internal teams to enhance organizational capacity for successful grant acquisition and management.

JOB PROFILE FOR POSITION OF GRANTS MANAGER

- Collaborate with the Monitoring and Evaluation (M&E) team to establish key performance indicators (KPIs) for grant-funded projects.
- Ensure that the M&E framework aligns with donor requirements and organizational goals.

▪ **Risk Mitigation and Management**

- Identify potential risks associated with grant-funded projects and develop strategies to mitigate these risks.
- Implement risk management protocols to ensure the smooth execution of projects.
- Serve on the Risk Operations Management Teams.
- Stay abreast of new technologies, requirements, trends, and best practices within the field of grants administration.

▪ **Line management of the Grants team**

- Ensure timely and quality completion of tasks.
- Maintain high quality and accurate information management systems for Grants.
- Take responsibility for performance management in the grants management department/unit.

Key Relationships:

- CEHURD Leadership Management Team
- All CEHURD staff
- CEHURD's partners including donors and sub-grantees
- CEHURD Suppliers and service providers.
- Consultants and external auditors

Qualifications and Experience

- Master's degree in a relevant field (e.g., Public Health, Law, International Development, Social Sciences).
- At least 6 years' work experience with a minimum of at least 3 years' working experience at a management level in a reputable organization
- Proven experience in grant writing and management, with a preference for expertise in health, human rights, or development.
- Must have proven experience in applying for, managing and accounting for grants of at least USD 100,000.
- In-depth knowledge of the donor landscape, including foundations, government agencies, and international organizations.
- Exceptional written and verbal communication skills.
- Strong organizational and project management abilities.
- Proficiency in using grant management software and Microsoft Office Suite.

JOB PROFILE FOR POSITION OF GRANTS MANAGER

Skills and competencies

- Leadership and Management skills
- Communication skills
- Problem solving
- Crisis Management
- Grant writing
- Project Management
- Relationship Management
- Budget Development and Management
- Compliance and reporting skills
- Research and Analysis
- Collaboration
- Negotiation and Advocacy
- Technical proficiency
- Donor and stakeholder relations
- Proficiency in Microsoft Office Suite and grant management software

Special Attributes:

- Integrity, good character and Honest
- Compassionate
- Hardworking
- Pays attention to detail
- Approachable and good at networking
- Good listener
- Dedication to CEHURD's mission and a profound commitment to social justice.
- Strategic thinker with a results-oriented approach.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Cultural sensitivity and the ability to navigate diverse stakeholder relationships.