

Grant Acquisition and Management Officer, WV Burundi

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Field Operations

Job Type: Fixed term, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

Assist Resource Acquisition Manager (RAM) Team Manager (TM) to develop and implement WVB's strategy for resource diversification and growth and to enhance the capacity of World Vision Burundi (WVB) to acquire Private Non-Sponsorship (PNS) grants projects. This will be achieved by:

- Building relationships with key donors represented/with interest in Burundi.
- Assist in the review and update of grant acquisition and management business plan and strategy in alignment to National Office strategy.
- Generating innovative solicited/unsolicited grant proposals.
- Providing support to starting-up and ongoing grants that enables them to exceed donor expectations e.g. implementation quality, impact and sustainability.
- Strengthening the capacity of field staff in grant acquisition and management.

KEY RESPONSIBILITIES:

Assist in the review and updating of grant acquisition business plan, positioning and Opportunity Review Phase for Grant

and PNS and Build strong relationships with donors and support offices:

- Develop a positioning plan for targeted donors and Closely collaborate with all key donors with presence/interest in Burundi (including bilateral, multilateral, embassies, etc).
- Develop and update donor mapping.
- Ensure capacity statement and brandings documents are developed and properly utilized.
- In collaboration with RAM team, develop/update a business plan and a strategy for resource diversification in line with WVIB's national office strategy and GAM WV East Africa Regional Office (EARO).
- Work with RAM Team to agree on key priorities for future grant/PNS programs /projects.
- In collaboration with RAM Team Leader (TL) and Senior Leadership Team (SLT), develop targeted partner relationship : Technical ministries, academia, CBOs/FBOs
- Assist RAM TL in initiation of consortium & alliance with potential partners.
- Review funding opportunity and complete the GO NO GO tool and in collaboration with RAM TL, Integrated Program & Strategy Director (IPSD) and National Director. Identify Support Office (SO) to partner with , and request for match funding.
- Assist the RAM TL and IP&S Director to mobilize support offices to increase their interest and investment in Burundi.

Develop Quality Proposals:

- Develop proposal/CN design plan.
- Review donor proposals requirements.
- Propose a technical design team for review and approval.
- Meet with donors to clarify proposal requirements.
- In collaboration with RAM Team Leader coordinate the process of developing all grant and PNS proposals.
- Foster integration of new grant opportunities with sponsorship/GIK funded projects (where possible).
- Ensure all proposals submitted to donors exceed established WVI and donor standards (success will be measured by the % of proposals funded and \$-value of new revenue raised).

- Ensure rapid assessments/data collections for proposal development are conducted on right time.
- Assist RAMTL/IPSD and participate in communication with Support Office (SO)/Regional Office (RO)/Global Centre (GC) during proposal development.
- During proposal development, collaborate with Finance Grant Manager during budget development.
- Work closely with Food assistance to develop food and CASH Proposals.

Foster grants and PNS award negotiation and efficient execution and accountability for all grants:

- Coordinate the integration of donor feedback and review the pre award agreement.
- In startup workshop orient project staff on project content for smooth transition from acquisition to grant implementation.
- Identify elements of replication from closing project with a new target area or population.
- Participate in Donor meeting as part of ongoing prepositioning for next phases of ongoing project.
- Build staff and partners capacity in grant program/project management mainly acquisition related phases.

KNOWLEDGE, SKILLS AND ABILITIES:

- First degree Economic sciences, sociology, development studies or social sciences (Masters Preferred).
- Strong competency in proposal writing.
- Strong command of English and French (written and oral).
- Confident, good communication skills, attention to detail.
- 4 years of experience in community development including 3 years NGO management.
- Experience managing sub grants and contracts under grants for complex projects.
- Demonstrated experience in networking, fundraising and project design, Strong experience in project management.

Preferred Skills, Knowledge and Experience:

- Excellent written and verbal communication skills in English, including report-writing and formal communication skills. French would be an added advantage.
- Mature, committed Christian who is able to lead and inspire others.
- Ability to engage with governmental, NGO and other senior leaders on issues of justice, child rights and development and maintain effective partnerships.
- Excellent relationship building and people management skills.
- Excellent supervision skills, including training, mentoring and supporting staff.
- Excellent computer skills, including proficiency in MS Office including Microsoft Outlook.
- Strong negotiation skills.
- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds.
- Emotional and spiritual maturity and ability to lead a team of professionals.
- Good understanding of World Vision and Sphere relief standards.
- Knowledge of and adherence to the Red Cross and NGO Code of Conduct.
- Ability to exhibit servant leadership and an exemplary lifestyle as interpreted in specific local cultural context.
- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Work Environment/Travel:

- Domestic Travel: 10% Regular internal travel to project areas is required.
- International Travel: 15% international travel will be required.
- On call: 10% In emergency and disaster situations, the position will be required to be on-call.

