

Grant Acquisition Management (GAM) Manager

Location: [Africa] [Central African Republic]

Town/City: Bangui Capital RCA

Category: Field Operations

Job Type: Fixed term, Full-time

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

PURPOSE OF POSITION:

To provide leadership in grant acquisition for World Vision Central African Republic (CAR), enhance capacity and positioning of WV for acquiring & managing bi & multi-lateral grants and private funds, build a high-impact grant portfolio, and meet donor and WV grant implementation and accountability standards.

This position's core responsibilities include but are not limited to:

- Plan, coordinate, oversee and implement the development of the GAM strategy and business plans.
- Lead and manage the Response Office Resource Development Unit to drive growth and diversification of grant income (bilateral, multilateral, foundations, GIK non-food items) in accordance with the Response Office Resource Development Strategy.
- Provide strategic business intelligence to proactively identify new opportunities for Grant resources, in line with the strategic priorities of the Response Office
- Position WV CAR and ensure productive engagement and retention of grant donors (public and private) through successful grants implementation, effective communication of the impact of grants and strong relationships with partners, institutions, Support Offices and donors
- To establish and maintain functional relationships, capacity and collaboration with country, regional, support office and global center teams to effectively grow the grant portfolio, ensure a healthy pipeline to meet programming needs and set targets.
- To build the capacity of WVCAR in grant & PNS acquisition and management in coordination with the regional Resource

Development Unit (RDU) Director, and in accordance with the global Fragile Context Initiative and GAM strategic priorities for the growth and management on grants in fragile contexts.

- Modelling by example and in practice the WV's identity, Mission, Vision, Core Values and Mindset and behaviours defined by the Partnership

MAJOR RESPONSIBILITIES:

Strategy and Leadership:

- Lead the revision and roll out of the RO grants acquisition and management strategy/Business Plan (for both public and private) in alignment with RO strategy and targets.
- In accordance with Global Fragile Context Strategy, GAM processes for fragile context and the RO Business Planning Cycle, assist the Response Director (RD) and Senior Leadership Team (SLT) in setting annual grant income projections to be used in the NDs Performance Agreements.
- Assess the GAM's competencies in the Response Offices to promote innovation cross functionally, agility and efficiency in the conformation of a high level task forces for new resource acquisition for WV CAR.
- Lead/coordinate process to determine opportunity prioritization, human, and financial resource allocation.
- Provide day to day leadership and management to ensure timely and efficient support for prepositioning, proposal development and effective issue resolution in grant performance across Response Office/Support Office (RO/SO) as needed.
- Provide innovative management guidance for new resources opportunities (businesses, social products, and others).

Donor Identification, Engagement and Prepositioning:

- Track the donor landscape (research, analyze, develop, track relationships with new and current donors) to organize prepositioning meetings with donors and key partners.
- Actively engage and participate in strategic in country donor and partner meetings.
- Identify key relationships to strengthen response office positioning and elevate WV's profile.
- Ensure that the response office RDU team work in collaboration with SOs' grant teams and regional RDU, to actively

maintain strong donor relationships at global, regional and country level, developing engagement strategies for each donor or a group of donors.

- In coordination with Response Office Communications Director ensure the implementation of the global impact framework, and support the development of capacity statements, marketing and communication materials using the technical branding approach for donor engagement and prepositioning.
- Facilitate relationships and build credibility with donors, using previous success and documented best practices in grant management.
- Maintain an up-to-date record of the requirements of current potential donors and be proactive in the lookout for local, regional, and global opportunities.

Resource Development:

- Recruit and manage competent staff.
- Establish an efficient grant opportunity tracking system for tracking grant opportunities and manage opportunity pipeline maintaining an overview of country level grant funding opportunities and donor trends.
- Cultivate SO relationships, to ensure effective coordination as opportunities emerge for both public and private.
- In coordination with SOs and cross functional teams, develop high quality concept notes and proposals.
- Support the RO in the development of consortia.
- Ensure the appropriate use of the Grants Risk Assessment Form to facilitate the Go/No Go Decision.
- Provide strategic direction to RO to pursue non-traditional funding sources, identifying emerging or untapped high potential donors and new emerging models.

Grant Management and Compliance:

- In coordination with Finance, Procurement, and Administration teams, ensure all aspect of grant compliance and management (e.g. reporting, procurement, visibility, transfer of assets, audit, etc) are understood and applied including sub-grantees.
- Lead the implementation of the Grant Health Tracker for grant projects program quality.
- Ensure up-to-date RO grant portfolio on grants financial and risk monitoring data.

- Provide leadership to maintain the proper communication and coordination among key areas within the ROs.
- Mobilize cross-RO functional support to ROs for GAM performance (finance, operations, P&C, strategy, and Quality Assurance).
- Ensure high grant management standards (reporting, procurement, visibility, transfer of assets, audit, etc.) are understood & applied by the RO.
- Liaise with SOs and Regional Finance and Audit managers to ensure that grants implementation issues have been resolved.
- Ensure significant grant audit / implementation issues are brought to the attention of the RO SLT.
- In conjunction with finance ensure compliance in key grant areas (e.g. eligibility, CAL, match, grant decision making powers, etc). Flag critical policy or systems issues needing resolution by GC.
- Prepare monthly and quarterly grants performance reports for leadership using GAM and FC standardized metrics and protocols.
- Ensure the RO is maintaining up-to-date grant financial and risk monitoring data.
- Ensure RO staff are adequately trained in grant management & compliance.

Capacity Building:

- Ensure all RO staff involved in grants, including the position holder have completed and are Proposal pro certified.
- Lead, manage and provide capacity building support to employees in the RO team, & seconded staff by ensuring clear goals and accountabilities are established and achieved.
- Ensure individuals' performance and development needs are met, and employees are high performing and engaged.
- Identify capacity gaps at ROs in grants acquisition and management.
- Lead with the SOs and regional RDU, the roll out of the partnership grants acquisition training software (i.e. Proposal Pro) and the use of Horizon for opportunity tracking.
- Develop a strong successor to be able to take up increasing grant management responsibility

Representation at various fora:

- To ensure appropriate representation of the RO at strategic fora that could lead to resource acquisition and enhanced programming collaboration.
- Represent the RO in the grants community fora (internal and external to WV).
- Participate in WV internal grant communities – GAM CoP, Fragile Context CoP, GAM Hubs and Global Grants Compliance Unit.

Others:

- Carry out additional responsibilities as assigned by the Programme Director
- Ensure the spiritual well-being of Christian staff members
- Foster a framework for the development and practice of interfaith initiatives amongst staff

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced degree in International Development, International Relations, Rural Development, Business Management or any relevant Social Sciences, technical studies and/or 8+ years of experience in emergency response, development programming, and/or fragile contexts.
- Minimum of 8-10 years of experience in grant acquisition and/or grant management, especially in in complex/protracted emergencies, recovery operations, fragile contexts (preferred).
- Experienced networker with strong skills in donor relations, negotiations and partnering with up to date knowledge of the donor landscape and trends in the humanitarian sector.
- Excellent knowledge and experience of project management with government and multilateral agencies grant funded projects and experience of grant compliance procedures for major bilateral and multilateral donors.
- Demonstrated track record in proposal development, funding acquisitions and grant management for major institutional donors (bilateral and/or multilateral).
- Familiarity with EU, USAID/OFDA, DFID, CIDA, AusAID grant compliance and procedures.
- Proven experience and skills in proposal writing.

- Ability to provide support and training to staff and partners and to “translate” donor language related to guidelines and different requirements to ensure that both concept notes/proposals and project implementation are compliant with donor requirements.
- Strong influencing and networking skills; consortia/network development experience.
- Experience in acquiring funding from private donors (foundations and corporations).
- Experience with public-private partnerships.
- Must be a committed Christian, able to stand above denominational diversities.
- Very strong organizational, management and negotiation skills.
- Demonstrates well-developed interpersonal skills.
- Must possess sound people management skills and effective cross-cultural / pluralistic context capabilities.
- HEAT certified or other equivalent security training.
- Excellent communication skills, both verbal and written, with computer proficiency.
- Must adhere to pre-determined security standards.
- Ensures gender perspective in the scope of work.

Work Environment/Travel:

- The position requires ability and willingness to travel domestically and internationally.