

Senior Regional Program Funding Manager- Latin America

Location: [Central/South America] [Ecuador]

Town/City: Quito

Category: VisionFund

Job Type: Open-ended, Full-time

***Preferred position location any country in the Latin America Region where WV/VF is registered to operate, or in Monrovia, California.**

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

PURPOSE OF THE POSITION:

The Senior Regional Programme Funding Manager is part of the Programme Funding team within VFI's Fundraising Department and will lead the Fundraising teams efforts and be the main point of contact for all Fundraising activities in Latin America with matrix reporting to the Regional Head for Latin America.

The Senior Manager will develop and manage funding opportunities through grants, major donors and through National office programmes that support VFI's network of microfinance institutions (MFIs) in LAC and globally in keeping with VFI global strategy and funding priorities. This position will manage third party regional grant and major donor acquisition and compliance. The role will provide technical support to the Fundraising team on livelihood's and Market Systems approaches best practice on grant applications and support more intentional integration with World Vision technical program's to open up new funding opportunities.

As the Senior Funding Manager for the LAC region, the role will coordinate the activities of the Fundraising team ensuring alignment of fundraising activities to Regional Priorities. The role will provide reports to the LAC Regional Head on fundraising activities and ongoing management of projects and will ensure that fundraising activities of all members of the team are aligned to business needs in the region. The role will serve as part of the Regional team providing the bridge between operations and the fundraising team. They will provide leadership and capacity building on the development of funding acquisition and project management in the LAC region, including supporting team members in

delivering training and supporting the Global Program Funding Director in developing and rolling out materials to support MFI staff.

This role includes managing a funding opportunity pipeline, providing technical support, project monitoring, and donor impact reporting for global projects and in the LAC region. This role will ensure successful performance building relationships with funders,

World Vision Support and National offices, writing proposals, acquiring funding, monitoring donor funded projects and maintaining close relationships with MFI project staff.

This role manage or support external consultants working in LAC.

KEY RESPONSIBILITIES:

Programme Funding Acquisition:

- Manage all components of RFP response process -- review RFPs, profile opportunities, and ensure alignment with MFI funding priorities; vet with senior leadership and obtain approval.
- Research and assess funding organizations.
- Develop opportunity pipeline aligned with VFI strategic funding priorities.
- Set up and support proposal development teams; create project workplan and ensure proposals and supporting documents are prepared to technical specifications and submitted on time.
- Provide technical support and capacity building to field staff, Support Office staff and other members of the Fundraising team on proposal development, monitoring, reporting, and project management.
- Support Programme Funding Director in identifying and achieving annual funding targets.
- Within strategy, develop and manage key regional funder relationships with new and existing funders and World Vision Offices to achieve long-lasting global fundraising support.
- Lead efforts of Fundraising team on Funding Acquisition for LAC.

Programme Funding Monitoring and Management:

- Monitor project compliance and implementation to ensure projects are delivered to specifications.
- Support MFIs and ensure project impact reports are of high quality and submitted on time.
- Build capacity of MFIs for managing programme funded projects.
- Ensure contracts are reviewed and risks managed and funds flow effectively to MFIs.

Technical Leadership and Relationship Development and Networking:

- Provide technical leadership to the team on livelihoods programming and integration into WV FO programmes.
- Ensure that VF countries contribute to learning and evaluation forums on Thrive.
- Network with major regional third party funders to establish collaborative relationships, learn of opportunities, and enhance VFI's ability to gain donor funding and enhance VFI's reputation in the marketplace.
- Develop and maintain relationships with key support and national office funding staff ensuring that the microfinance project model is understood and fundraising opportunities are maximised.
- Attend sector seminars, training, communities of practice and forums where Programme Funding staff and/or funders meet with the objective of leveraging funding and partnerships for the VFI network.
- Maintain knowledge of microfinance industry and trends including focus of targeted donors.

Systems, Processes, and Capacity Development:

- Ensure outcomes of Programme Funded projects are high-quality and high-impact through ongoing monitoring and the execution of mid-term and final evaluations, operations research, etc.
- Review field reports and findings/recommendations to determine and replicate best practices and apply lessons learned.
- Support Programme Funding Director in developing fundraising processes, tools, and templates.
- Contribute to proposal content libraries.
- Contribute to streamlining Programme Funding processes and documenting protocols and policies.
- Deliver a set of materials for the capacity building of MFI staff in LAC region on grants and special donor projects.
- Deliver training and work with other team members to ensure a co-ordinated approach for the LAC Region.

Personnel, Team and Staff Development:

- Actively taking a leading in role in the Programme Funding team to cooperatively achieve the team goals with the leading role for LAC funding.

- Contribute to team meetings, relationship building in grants team and to the growth in praying for God's favour on our work.
- Continue to learn and grow in understanding of microfinance industry and where grants can support growth.

KNOWLEDGE, SKILLS AND ABILITIES:

- University degree in international development, economics, or related field.
- Able to work in complex corporate culture and financial systems and ensure procedures internally and with third parties are well documented, monitored and executed.
- Creative and helpful at problem solving for both VFI and MFI's.
- Ability to work well with granting agencies, Support Offices, MFI's, and other VFI groups.
- Excellent research skills and experience in developing funding opportunities.
- Strong grant-writing skills, persuasive writing, and complex document creation.
- MS Office competency.
- This role requires at least 10 years' experience in grant making field, fundraising, or corporate management setting dealing with senior management.
- Fluency in written and spoken English and Spanish is a requirement.

Preferred:

- Masters degree in a relevant field or accounting qualification or Grants qualification.
- Excellent management, communication, and relationship-building skills; must lead through influence and establish effective working relationships within the organization, with external partners, agencies and leaders in the microenterprise development field.
- International experience is an important asset, particularly in emerging/developing countries.
- Demonstrated good judgment and diplomacy, particularly in different cultures.

- Creates processes with greater efficiency in mind, eliminating bureaucracy wherever possible.
- Able to travel to remote areas where MFI's work.
- Effective coach, able to train people in VisionFund policies and procedures formally and informally.
- Must be able to simultaneously manage multiple priorities and projects; ability to navigate complex stakeholder relationships effectively.
- Must be cross-culturally sensitive as will work with associates from every area of the world.
- Flexibility on hours to contact people within wide time zone differences is required.
- Preferably experience in humanitarian, international development, or financial institutions.

Work Environment/Travel:

- The position requires ability and willingness to travel domestically and internationally up to 30% of the time.