

Resource Acquisition Lead

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Marketing and Resource Development

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

This is a key position and is part of the National Office Senior Leadership Team. As such, the core mandate of this position includes:

Providing an overall management of the development and implementation of the National Office (NO) Resource Development Strategy including National Resource Development. Lead external engagement for resource development with key international and national donors and partners, and position WV through sharing targeted program impact information as a partner of choice. This role requires a deep knowledge of effective grant project design and implementation. Use a clear culturally sensitive communication skill, self-determination, and highly attuned coordination skills to build collaborative multi-sector/functional teams to create highly impactful projects that serve the needs of the most vulnerable.

The role reports to the National Director

MAJOR RESPONSIBILITIES

% Time	Major Activities
10	<u>Strategy and Leadership:</u> <ul style="list-style-type: none"> • Provide and manage Resource Development Unit (RDU) including national resource

	<p>development in collaboration with NO/Regional Office (RO)/Support Office (SO) teams to drive growth and diversification of resources from bilateral, multilateral, foundations and corporate donors, and Gift in Kind (GIK) non-food items)</p> <ul style="list-style-type: none"> • In coordination with the NO technical teams and senior leadership, and the Regional Resource Development Director (RRD) develop and/or revise of the NO resource development and grant management strategy, and resource targets. • In accordance with Global Grant Acquisition and Management (GAM) processes and the NO Strategy Cycle, assist the NO leadership team in setting reasonable annual resource/grant income projections to be used as an NO performance indicator. • Lead the coordination of grant design in collaboration with Operations, Finance, Procurement and People and Culture to ensure projects are technically sound and achievable.
30	<p><u>Donor Tracking, Prepositioning and Engagement:</u></p> <ul style="list-style-type: none"> • Manage the strategic vision to build and maintain NO public reputation as a key development partner through targeted donor and partner engagement, sharing program impact information, and building

alliances/partnerships with key national and international stakeholders

- Develop an external engagement plan which is informed through tracking and mapping the donor landscape (identify, develop, and track new and current donor relationships) and work proactively with RO and SO resource development teams to ensure seamless donor intelligence sharing and coordinated grant opportunity targeting
- Organize prepositioning meetings with donors and key partners and develop/present key program impact data in coordination with NO communications and sector leads to position WV as a partner of choice.
- Actively engage and participate in strategic in country donor meetings/clusters with foundations, bilateral and multilateral institutions, and corporates
- Identify key relationships with local government and other key local stakeholders to strengthen the NOs brand and profile within the country.
- In collaboration with NO communications and sector leads, develop innovative branding and marketing material, events and communication strategies (social media, websites, etc.) to attract new local donors/ corporates/ partners, and build WV's national brand recognition

	<ul style="list-style-type: none"> • Establish an efficient grant opportunity tracking system in collaboration with RRD and maintain an overview of country level grant funding opportunities and donor trends.
30	<p><u>Proposal/Concept Development:</u></p> <ul style="list-style-type: none"> • In coordination with SOs and cross NO/RO functional teams, develop high quality concept notes and proposals leading to successful funding opportunities • Provide leadership in the identification, selection and negotiations of key external partners/consortia (INGO/NGO/CSO/Government. etc) which will compliment and strengthen the proposal/project • Lead the Go/No Go internal process in collaboration with NO/RO/SO per each grant opportunity, and ensure the appropriate use of the Grants Risk Assessment Form and Due Diligence is used to make informed decisions • Per grant opportunity, provide clear leadership in the coordination of your proposal development team, programmatic, sector inputs and budget development in alignment with donor requirements • Ensure proposals/concepts are leveraging internal people and financial resources, complimenting other grant

	<p>projects/sponsorship programming (where possible), and any additional required resources (ie. grant match) is sourced in partnership with SOs, external partners or corporates</p> <ul style="list-style-type: none"> • In collaboration with NO finance ensure that budgets are detailed, realistic and in alignment with successful implementation of key outcomes • In collaboration with Human Resources (P&C), finance and NO senior leadership, ensure that key positions (within the RDU team and/or a grant) are identified, job descriptions are created and successful timely hiring is achieved • Develop high quality national corporate concepts/pitches in collaboration with NO teams to raise financial and GIK resources
10	<p><u>Grant Management and Compliance:</u></p> <ul style="list-style-type: none"> • 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) including sub grantee management plans are understood and adhered to. • Ensure Grant Health Tracker for grant projects are up to date and any issues are addressed.

	<ul style="list-style-type: none"> • In collaboration with NO/RO finance monitor grant burn-rates, audit reports and other risk monitoring data, and issues are addressed with appropriate NO/RO/SO teams and donors (when needed). • In conjunction with finance and operations ensure compliance in key grant areas (e.g. eligibility criteria, internal administrative cost levels, grant match, grant reporting, etc). Flag critical policy or systems issues needing resolution by Global Center (GC). • Prepare monthly and quarterly grants performance reports for leadership using RDU and finance standardized metrics and protocols. • Ensure Horizon grant tracking system is up to date
10	<p><u>Capacity Building:</u></p> <ul style="list-style-type: none"> • Ensure all appropriate NO staff are sensitized and informed on their roll within the design of grant proposals and the successful implementation of grants. • New RDU and grant management staff are onboarded and trained (Horizon, Proposal Pro/G2G, etc) and aware of WVI core grant standards, policies, database and tools and networks.

	<ul style="list-style-type: none"> • Identify capacity gaps or upskilling opportunities for FO teams in grant acquisition and management (ie. Horizon, G2G, sub grantee management, technical branding, National resource development, etc.) • Develop a strong successor to be able to take up increasing grant management responsibility.
5	<p>Internal Engagement:</p> <ul style="list-style-type: none"> • Regularly engage SLT, Operations and technical leads to ensure that proposed projects align with strategic goals, have the appropriate resource to implement well, and that implementation issues are addressed • Ensure appropriate representation RDU at NO strategic fora to enhance programming collaboration and strategic resource planning. • Represent the NO in the grants community of practice and share lessons learned with RO/SO and other NO peers (GAM CoP, Fragile Context CoP, GAM Hubs and Global Grants Compliance Unit • Regularly (weekly/monthly) engage and provide updates to RRD (update meetings, monthly grant tracking reports, quarterly grant reports, grant health trackers, burn-rate

	<p>reports)</p> <ul style="list-style-type: none"> • Participate in Regional coordination calls with RRD and NO peers (information sharing, learning seminar, global/regional updates and training sessions) • Regularly engage (calls/emails) with key SOs to build a trusting and information sharing relationship
5	<p>Others</p> <ul style="list-style-type: none"> • Carry out additional responsibilities as assigned by the National Director • Attend and participate in devotional meetings.

KNOWLEDGE, SKILLS AND ABILITIES

Minimum education, training and experience requirements to qualify for the position:

<ol style="list-style-type: none"> 1. Bachelor and/or Master's Degree in International Development, International Relations, Rural Development, or relevant Social Science or any related field. 2. Minimum of 5 years of experience in tracking, prepositioning, designing high quality grants with proven track record of successful grant acquisition from bilateral and multilateral donors 3. Minimum of 2 years' experience in managing grants from bilateral and multilateral donors in lower

income and fragile countries especially in rural development.

4. 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
5. Solid understanding of the full grant cycle and of grant compliance procedures for major bilateral and multilateral donors.
6. Proven experience and skills in proposal writing
7. Must be highly proficient in use of Microsoft Office products
8. Highly proficient at written and spoken English, additional languages is an advantage
9. Must be a committed Christian, able to stand above denominational diversities.

Additional work experience required as a minimum qualification for this position.

1. Strong influencing and networking skills; consortia/network development experience.
2. Highly skilled at coordinating multi-functional teams and adhering to tight deadlines
3. 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.
4. Strong inter-personal skills, and proven team-player with exceptional communication skills
5. Able to solve complex problems and to exercise independent judgment
6. Able to work in a cross-cultural environment with a multi-national staff

License, registration, or certification required to perform this position:

If applicable, include *language requirement(s)* as a minimum qualification for this position.

1. If candidate is a WV staff, completed Proposal pro certification. G2G certified training is a plus.

Preferred Skills, Knowledge and Experience:

1. Minimum of 5 years of experience in tracking, prepositioning, designing high quality grants with proven track record of successful grant acquisition from bilateral and multilateral donors such as USAID/OFDA/DoL, UN, AusAID, EC/ECHO/DIPECHO, UN agencies, WFP, ADB/WB. Global Fund
2. Minimum of 2 years' experience in managing grants from bilateral and multilateral donors in lower income and fragile countries especially in rural development.

Additional work experience preferred for this position.

1. Work experience in low income, fragile context and complex environments preferred.

Work Environment:

Complete Travel and/or Work Environment statements if applicable.

- *Work environment:* Office-based with frequent travel within National office and support offices
- *Travel:* minimum of 30% International travel is required.