



Grants Manager Job Description

Job purpose:

Reporting to the CEO at OB for HQ office in Turkey, and working closely with the Program Director, systems, finance and other department colleagues, as well as partners, the Grants Manager is responsible for new business development and grant management duties. In terms of new business development this will include funding strategy development, donor engagement, and proposal development. In terms of grant management, the Grants Manager will be assigned responsibility all grant management activities

General responsibilities

1. Adherence to OB policies, guidance and procedures and consideration of OB strategies when executing functions related to this role
2. Develop and maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines, including filing of grant documents (including through the grants database - forthcoming)
3. Coordinate the development of donor applications and reports, as well as ensuring donor compliance and quality control
4. Contribute to the development and revision of funding proposals, budgets and donor reports
5. Be updated on donor priorities, trends (such as interest in cash-based interventions) and track and share relevant calls for proposals
6. Document, analyze, and share learning from proposal and reporting process, and compliance with donor rules and regulations
7. Contribute to continuously improving internal grant management systems
8. Provide an internal help-desk on donor related issues, including organize and deliver trainings in donor rules and regulations, as well as proposal and report writing
9. Coordinate the development and distribution of internal reports
10. Contribute to Project Cycle Management (PCM) trainings and usage of the PCM frame work in the CO as delegated by the Head of Programme
11. Support external donor audits
12. Represent with relevant partners and donors as delegated
13. Promote advocacy strategy

Specific responsibilities





Proposal Development

1. Responsible for developing/and or reviewing grants proposals.
2. Create an evaluation tool to benchmark the quality of proposals and reports, guide future processes, and identify areas for improvement, including current Grants Tracker.
3. Attend donor meetings, upon request by the Head of Programme .
4. Manages the process to develop concept notes and donor proposals, and participate in writing them in close cooperation with relevant departments.
5. Accountable and responsible for the quality of proposals and reports submitted to head office and donors.
6. Be updated on donor priorities and track and share relevant calls for proposals.

Due Diligence Assessments, Grant Agreements, and Partnerships

1. Oversee and review the signature of grants agreements
2. Lead on OB's due diligence assessment when and as required by an existing or new donor.
3. In coordination with the Head of Programme, draft Partner Agreements/MoUs with relevant Annexes and take through signing processes.
4. Develop a unified methodology and template for the grants department regarding writing project proposals, reports and complaints etc.

Oversight of internal Grants Management Processes

1. Grants Management Cycle. Responsible for overseeing and ensuring efficiency, quality and smooth running of the entire grants cycle management, harmonising approaches and ensuring adequate feedback is provided for the continued development of grants function
2. Establish and improve systems and tools in line with PCM. Create tools to simplify the processes of proposals and reporting.
3. Accountable for compliance in relation to grant management and project cycle management processes.

Donor compliance and reporting

1. Develop and maintain overview of all grants, donor requirements, rules and regulations, and internal and external deadlines, including filing of grant documents (using the grants database - forthcoming)
2. Be familiar with all OB organisational and donor portfolio compliance requirements and ensure high quality management of grants through meeting of KPIs and deadlines.
3. Support and advise programme colleagues with queries related to donor compliance on grants within portfolio.





4. Deliver Project Cycle Management (PCM) trainings and support the use of the PCM framework.
5. Manages the process of compiling reports (donors and internal reports) in close collaboration with Programme and M&E teams, and Finance to ensure accurate, transparent and timely delivery of narrative and financial documents.

General Administration

1. Document, analyse, and share learning from proposal and reporting processes, and compliance with donor rules and regulations. Responsible to continuously improve internal grant management systems and processes.
2. Ensure all documentation required to be kept by donors is available within the Grants department by maintaining high standard information management/filing systems.

Requirements:

Education & Qualification

- At least university's Degree in relevant field

Professional experience

- At least 5 years of professional experiences, in a similar or equivalent position;
- Proven experience of reporting and proposal writing;
- Knowledge of contracts management;
- Knowledge of/protection /Education / Early recovery and NFI humanitarian Sectors
- Knowledge of donor mechanisms; knowledge of donor compliance is an advantage;

Languages

- Required: Arabic and English are mandatory (oral and written)

Technical Skills and Personal qualities required

- High standard of English writing and editorial skills
- Proficient in the use of MS Office and IT in general;
- Ability to work under a minimum of supervision;
- Organized and able to manage priorities;
- Proactive, adaptable and capacity to take initiatives;
- Proactive approach to identifying solutions;
- Good analytical skills;





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- Diplomacy and open-mindedness;
- Professionalism
- Team spirit

How to apply?

Interested candidates are invited to submit a detailed CV (PDF format) with the authorization to use and process data and a brief cover letter (PDF format) to: recruitment@olivebranchorg.org
Please write "job title - Name Surname" in the subject line of your email application. All applications will be kept confidential. Please note only shortlisted candidate will be contacted for further process.

Closing date for applications: 10 March 2022

Preferred start date : ASAP



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