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| **JOB DESCRIPTION** |
| **Job Title:** | Interim Programme Funding Manager |
| **Company:** | Self Help Africa (UK)  |
| **Location:** | London |
| **Contract Type:** | Nine-month fixed-term contract with potential to extend (maternity cover) |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Acting Head of Programme Funding |
| **Salary:** | Commensurate with Experience |
| **Job Purpose:** | Self Help Africa is looking to recruit a high-quality Interim Programme Funding Manager to help us achieve our ambitious plans to grow our income and work with greater numbers of smallholder farmers. As part of restructuring to cover maternity leave, we are now recruiting for an Interim Programme Funding Manager, who will develop and maintain long-term engagement strategies with key institutional donors (government, trusts, foundations, corporates and commercial) in the UK and Europe, in order to maximise SHA income and influence. Working closely with the Acting Head of Programme Funding this post will have lead responsibility for managing and developing relationships with a wide range of funders and prospects. These include USAID and UN agencies (FAO and IFAD) on the government side as well as foundations. |
| **Key Responsibilities:** | **Proposal Development*** Identify, research and advise on new funding opportunities.
* Lead proposal development for assigned donors/prospects and coordinate cross-organisational teams to respond to funding opportunities.
* Develop and oversee timetables; coordinate inputs; write and edit content; provide quality assurance on fit with donor priorities; ensure compliance with internal review and approval procedures; ensure timely submission; and follow up with donors for feedback.
* Work closely with colleagues in the Programmes Department, who lead project design, to contribute to the assessment, research and design of projects for specific donor funding opportunities.
* Liaise with donor staff and colleagues on progress of applications or potential funding opportunities.
* Work closely with Programmes Department colleagues to support and/or lead contract negotiation with institutional donors.

**Donor Strategy Alignment and Relationship Management*** Actively manage relationships with assigned funders.
* Maintain up-to-date information on donor priorities, strategies, regulations and activities pertaining to Self Help Africa’s strategic plan.
* Ensure relevant staff including senior management and Country Directors are briefed on donor activities, through the preparation of briefing notes and maintaining up-to-date information on our management information system.
* Coordinate donor strategy to maximise relationships and funding from donors through: meeting donors and cultivating contacts; liaising with colleagues across the organisation to coordinate donor meetings and briefings; and writing capacity statements/quality statements for specific donors.
* Provide advice to Programme Department colleagues on donor policies and priorities, and managing funding contracts, in order to support overall donor strategies.
* Maintain and report on donor relationship and income pipelines on a periodic basis.

**Programme Funding Team and Miscellaneous*** Work with colleagues within the Programme Funding Team, and across SHA, to improve the standard of proposal and report writing and donor relationships, and ensure funding opportunities and contracts are managed according to donor requirements.
* Contribute to Programme Funding Team reporting through ensuring donor information is up-to-date in Self Help Africa’s management information system.
* Represent SHA in donor funding-related groups and networks.
* Keep up-to-date on the agricultural development sector.
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| **Key Relationships:** | **Internal*** Acting Head of Programme Funding (Line Manager)
* 2 x Programme Funding Co-ordinators (Colleagues)
* HQ Programmes Department staff (Liaison)
* Country Directors and Heads of Programmes (Liaison)
* HQ and Country Office Finance & Admin staff (Liaison)

**External*** Donor staff
* Partners (NGOs, private sector, academic institutions).
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| **Knowledge, Experience & other Requirements** | **Essential*** Minimum of five years’ experience of securing institutional funding.
* Minimum of five years’ experience working with large and diverse multi-nationality virtual teams.
* Evidence of success in winning large (multi-million GBP) donor funding grants/contracts – ideally including experience of USAID, UN donors and/or the EU.
* Experience of managing and prioritising own workload, meeting tight deadlines and working under pressure.
* Excellent written skills including proposals and reports, and the ability to creatively turn complex project and/or organisational information into a compelling business cases.
* Strong and creative oral presentation skills and experience.
* Strong numeracy and analytical ability, with ability to understand complex budgets and expenditure reports.
* Ability and willingness to travel when required.

**Desirable** * Ability to speak/understand French
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**Self Help Africa is an Equal Opportunities Employer**