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| **JOB DESCRIPTION** |
| **Job Title:** | Programme Funding Manager |
| **Company:** | Self Help Africa |
| **Team:** | Programme Funding  |
| **Location:** | London/Dublin/Dakar preferred, but flexible for the right candidate |
| **Contract Type:** | Permanent |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Programme Funding |
| **Salary:** | £42,000 annual salary |
| **Organisation overview:** | Self Help Africa is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, with offices in the UK (London and Shrewsbury), the US and six African countries, SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.In 2021, Self Help Africa merged with United Purpose. This doubled our size and created an international NGO that is implementing projects to end extreme hunger and poverty across 17 countries, mainly in sub-Saharan Africa. Collectively a part of the wider Gorta Group, which also includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance, the organisation will work with close to six million people this year. |
| **Job Purpose:** | The Programme Funding Manager will play an important role in SHA’s institutional income generation activities, leading select donor relationships, working with assigned country programmes to diversify the scope and scale of new donors and grants.Working closely with assigned country teams, the post-holder will play a key role in pipeline development, donor engagement, positioning for contract and grant opportunities and lead the development and writing of high-quality bids. Excellent written and verbal communication skills are critical for this role, and French or Portuguese language skills are desirable. The role is open to candidates with the right to work in the UK, Ireland or Senegal. *You may see similar roles advertised as: Senior Business Development Manager, Senior Proposal/Bid Writer, Fundraiser, Resource Mobilisation Lead.* |
| **Key Responsibilities:** | **Proposal development*** Identify, research and advise on new funding opportunities.
* Lead proposal development for assigned countries/donors and coordinate cross-organisational teams to respond to funding opportunities.
* Contribute to meeting ambitious departmental financial and non-financial (volume and quality of proposals) targets.
* 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.
* Lead tracking of funding opportunities including liaising 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, Engagement and Relationship Management*** Actively lead relationships with assigned funders to build effective long-term partnerships.
* Manage 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.
* Maintain up-to-date information on donor priorities, strategies, regulations and activities pertaining to United Purpose’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.
* 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 the organisation, to improve the standard of proposal and report writing and donor relationships, and ensure funding opportunities and contracts are managed according to donor requirements.
* Provide capacity development and training in programme funding and bid writing to colleagues
* Contribute to Programme Funding Team reporting through ensuring donor information is up-to-date in the organisation’s management information system.
* Represent the organisation in donor funding-related groups and networks.
* Keep up-to-date on relevant areas of the development sector.
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| **Key Relationships:** | **Internal*** Head of Programme Funding (Line Manager)
* Programme Funding Coordinators x3 and Trust and Foundations Coordinator x1 (Colleagues)
* Global Programmes Department staff (Colleagues)
* Country Directors and Heads of Programmes (Liaison)
* Global 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 in a programme funding role.
* Evidence of success in securing funding from institutional donors, ideally including experience of FCDO, EU, USAID and/or UN agencies and contract values of >£500k.
* Ability to form good working relationships and to coordinate with colleagues across the organisation and with partners in multiple locations.
* Experience of building and maintaining excellent relationships with institutional donors and partners, including influencing and negotiation skills.
* Self-motivated, proactive and driven individual, with 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 case.
* 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 or Portuguese and to write funding proposals in French/Portuguese.
* Experience and/or knowledge of agricultural development.
* Experience of humanitarian sector.
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*All candidates offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ vetting.*

**Self Help Africa is an Equal Opportunities Employer**