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| **JOB DESCRIPTION** |
| **Job Title:** | Programme Funding Manager |
| **Company:** | Self Help Africa (UK)  |
| **Organisation** | Gorta-Self Help Africa is a leading INGO focused on agriculture and agribusiness as the engine of growth for smallholder farmers in Africa. We believe that innovation and disruptive change are the true catalysts of development. Our approach is collaborative and market based, although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain. Please note that SHA (UK) is a wholly owned subsidiary of GSHA and is responsible for fundraising across the whole group. |
| **Department:** | Finance Team  |
| **Location:** | London |
| **Contract Type:** | Two Year Fixed-Term Contract |
| **Hours:** | Full time 37.5 hours per week Monday - Friday |
| **Reports to:** | Head of Operations UK |
| **Salary Scale:** | £39,738 - £44,960 |
| **Purpose:** | Self Help Africa is looking to recruit a Programme Funding Manager to 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 maximize SHA income and influence. Working closely with the Head of Operations UK, this post will have lead responsibility for managing and developing relationships with a wide range of funders and prospects. These include European Union, USAID and UN agencies (FAO and IFAD) on the government side as well as trusts and foundations.This role will also liaise with Self Help Africa US Inc., to maximise income potential of relationships with donors like USAID, BMGF, Ford Foundation, etc. |
| **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 Programme 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.
* In liaison with the Head of Operations UK, support SHA’s public fundraising teams by preparing proposals to co-fund ongoing projects.

**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*** Head of Operations UK (Line Manager)
* Programme Co-ordinator (Colleague)
* HQ Programme Department staff (Liaison)
* Country Directors and Heads of Programmes (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.
* 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**