

ROLE PROFILE

JOB TITLE:	Institutional Grants Manager	REPORTING TO (TITLE & NAME):	Head of Development
TEAM:	Development	DATE (last revised):	January 31 st 2023
LOCATION:	Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	Full-time (35 hours)	Salary	Scale 4

Principal Objective of the Team and Role :

Team Purpose: The purpose of the Development Team is to sustain and develop the effective operation of the organisation through securing funding and partnerships that enable the delivery of our strategic priorities. The Development Team develops and implements the organisation's fundraising strategy, identifies potential donors, drafts proposals and reports in line with policies and obligations, nurtures relationships and supports planning and budgeting with analysis and income projections. The Development team oversees the implementation of donors commitments in coordination with relevant FLD programme teams.

Role Purpose: The Institutional Grants Manager leads Front Line Defenders' established process of engagement with its consortium of private and institutional donors based throughout Europe, North America and elsewhere. This includes responsibility for reporting, relationship management and identifying new funding opportunities.

Reflecting the number and diversity of donors and Front Line Defenders' wide scope of work, responsibilities for specific areas of work and donors are shared among the team of three Institutional Grants Managers.

Responsibilities:

Funding oversight and management

Daily oversight and management of the organization's funding portfolio of circa 40 funding partners. This includes:

- management of reporting and proposals deadlines,
- internal monitoring of contractual obligations laid out in donor agreements,
- engagement with Front Line Defenders staff to ensure the timely and effective management of projects associated with grant agreements.

Reporting

- The provision of timely narrative & financial reporting of excellent quality. This includes:
 - narrative reporting of Front Line Defenders project and programme activities as required by each institutional donor contact, including routine employment of results/impact data contained within Front Line Defenders' database and internal monitoring reports.
 - financial reporting of Front Line Defenders programme/project expenditure relating to institutional donor contacts, in coordination with Finance Team.

Proposal writing

- Drafting programme and project-based proposals to current and prospective donors, in coordination with relevant colleagues and possible partner organisations.

Representation and external engagement

- Ongoing engagement with established institutional funding partners which include Government Ministries and private foundations based throughout Europe, the US and elsewhere. This includes direct engagement with donor representatives to ensure that each donor is kept aware of developments and achievements of Front Line Defenders, and the context in which human rights defenders are operating.
- Representing Front Line Defenders at meetings, conferences, events, networking opportunities and seminars as required.

Reporting Structure (number of team members supervised in this job):	
<u>Directly:</u> /	<u>Indirectly:</u> /
Key Relationships (please specify contacts):	
Internal: Head of Development, Executive Director, Deputy Director, Finance Team, Advocacy Team, MEAL Officer and US Representative, Front Line USA Foundation Board and Administrator, Protection Grants Officers.	External: Donors (government, foundations and individuals), and partner organisations.

Person Specification:

Knowledge and Skills:

Essential:

- Knowledge of funding mechanisms of key donors in the sector.
- Experience in project and budget management.
- Good knowledge of human rights and/or development issues, and of the human rights space.
- Bachelor's degree; Master's degree preferred;
- Excellent written and verbal knowledge of English is essential. Ability to communicate effectively and persuasively in written and oral forms.
- Excellent oral and written communication skills and excellent representational skills.
- Ability to work as both a key member of a team as well as working proactively alone.
- Ability to work to tight deadlines.
- Ability to thrive in a high pressure supported environment.

Desirable:

- A working knowledge of one of Front Line Defenders other working languages (Arabic, French, Russian and Spanish) is desirable.

Experience:

Essential:

- Minimum 4 years of work experience in development, fundraising, and/or grantmaking in civil society, philanthropy and/or government settings.
- Demonstrable experience in engaging with private donors, such as foundations, corporations and high-net worth individuals.
- Experience in project and budget management.

Desirable:

- Experience in fundraising from the public an advantage.

Other requirements:

- Requirement to travel internationally occasionally.
- Availability for some weekends/evening work when necessary (such as attending events).

Competencies:

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| 1. Commitment to our work |
| 2. Building Effective Working Relationships |
| 3. Communication with each other |
| 4. Stewardship of Resources |
| 5. Results Focussed |

Front Line Defenders is an Equal Opportunities Employer