

Business Development and Grants Manager

[Apply Now](#)

Company: Trócaire

Location: Nairobi

Category: other-general

Trócaire is one of Ireland's leading INGO's, having over 40 years' of experience in International Development and established a Regional office in Nairobi in 1992. The Nairobi Regional Support Office now supports Trócaire's work Somalia and Sudan. Trócaire is a member of worldwide networks such as Caritas and CIDSE. This is an exciting time in the history of the organisation as we to roll out our most recent strategic plan 2021-2025.

The Business Development and Grants Manager (BDGM) is a member of the Senior Management Team and is tasked with increasing and diversifying the funding base of Trocaire's country programmes in line with the organisational and country institutional funding strategies, increasing the profile of Trócaire with potential donors, and leading the programme team in the development and management of well-designed projects and programmes for submission to institutional donors.

The role will also specifically support the Somalia programme to manage existing grants, and in planning and securing additional institutional funding.

Reporting to the Country Director, this is **Fixed Term contract of one year** and is **based** in Nairobi.

Safeguarding Programme Participants Policy:

Trócaire is committed to Safeguarding Programme Participants from Exploitation and Abuse and has specific policies on this commitment (including a Global Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants and other

organisational representatives. Any candidate offered a job with Trócaire will be expected to sign Trócaire's Safeguarding Policies and Global Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Key Duties & Responsibilities

Business Development (50%)

- Lead the review and implementation of Trócaire Somalia's funding strategy, in line with country programme needs and external funding opportunities.
- Lead and advise on the development of good quality and well-designed proposals for submission to institutional and private donors.
- Advise on donor funding streams which match with priorities, projects and programmes and take the lead in structuring the approach towards making a funding application.
- Pro-actively identify opportunities for securing institutional funding from in-country donors, embassies, and trust funds. This will involve close liaison with Global Partnerships and Funding staff in Trócaire's Head Office and Nairobi.
- Keep up to date with donor policy developments and trends, in the development and humanitarian sectors in-country, and represent Trócaire in funding review groups/networks, as appropriate.
- Lead the programme team in grant inception meetings, grant review meetings, and grant close out meetings.
- Strengthen existing contacts with donors and support programme staff and management to establish and build new donor contacts.

Programme planning and Institutional funding applications.

- Act as key focal point for the proposal design/development.
- Facilitate design workshops with relevant technical coordinators and other team members for the development of the proposal.
- Lead and coordinate the development of institutional funding applications (concept notes and full proposals, including narrative and financial sections) in close coordination with programme coordinators, CMT, Programme Accountant, Regional and Head Office programme and Business Development teams.

Grant management

- Provide advice, guidance and support to staff and partners to meet the contractual

obligations and donor requirements.

- Maintain and/or develop grant and programme financial management tracking systems.
- Work with programme and finance staff to ensure compliance with all financial requirements.
- Support programme coordinators and partners (where relevant) in the timely development of reports
- Review all donor contracts (including changes) and keep country management and programme coordinators informed of Trócaire's responsibilities.
- Support the country teams to ensure all programme and project documentation is kept as appropriate on Trócaire's Management Information System (Salesforce).
- Support the team to work through complexities, intractable issues and ambiguities.
- Support any due diligence processes with the Programme Accountant and ensure dedicated action plans are in place where weaknesses have been identified.
- Support any risk assessments with the Programme Accountant and ensure mitigation measures are included in the proposal document.

Donor relationship building

- Support the Country Director to build new donor contacts, strengthen relationships with current donors and negotiate new contracts with donors.
- When required, represent Trócaire and organisational programmes to external parties including donor and other coordination meetings and those presenting co-financing opportunities.
- Work closely with IFU at head office to ensure coordinated contact with donors.

Capacity building

- Provide support to staff on topics including proposal development, log frames, budgeting, report writing, monitoring and evaluation.
- Advise programme teams on how to comply with audit and expenditure verification requirements, and provide quality assurance on the maintenance of project files.

Other

- Develop briefing and promotional materials to showcase and generate interest in the

programmes: i.e. briefs, updates, case studies, photo stories, website materials etc.

- Any other reasonable duty as may be assigned by the line manager that is consistent with the nature of the job and its level of responsibility.

Requirements

- Graduate level qualification or equivalent experience in Development Studies, Social Science, or related area.

- Minimum two years' experience of proposal and report writing for major international donors including the DFID, European Union, Irish Aid, Big Lottery Fund, Comic Relief, UN, other relevant trusts/foundations.

- Proven track record of securing significant institutional funding from successful grant applications.

- Experience of managing grants from donors such as: DFID, European Union, Irish Aid, US Aid, Big Lottery Fund, Comic Relief, UN, or other relevant trusts/foundations.

- Excellent writing skills in English, including proposals and reports.

- Excellent numeracy for budgeting and financial analysis.

- Strong project planning, monitoring and evaluation skills, using logical frameworks.

- Excellent networking, communication, negotiation and presentation skills.

- Computer literate with excellent command of Microsoft Office software, especially Excel.

- Excellent networking skills with the ability to establish good relationships, and confident in diplomatically engaging with senior internal or external organisational representatives.

- Good interpersonal relationships and team work skills in a multi-cultural environment.

- Good team player and able to establish strong working relationships with colleagues in the country programme as well as in Head Office.

- Accuracy and attention to detail.

- Self-motivated with proven ability to take the initiative.

- Able to prioritise tasks and work to deadlines.

- Willingness to travel independently as required.

- Culturally sensitive and diplomatic.

- Flexible and adaptable. Able to learn from experience and apply to future work.

- Strong commitment to principles of partnership, solidarity and social justice.
- Good understanding of development and institutional funding issues and trends.

Person Specification – Desirable

Relevant subject at Masters Level (D)

- Substantive experience of Humanitarian work in Somalia
- Experience of results-based management and/or monitoring and evaluation.

Benefits

For **tbandidate** with the required **experience and passion** for the role, Trocaire offers a **competitive package** of salary and benefits.

The closing date for receipt of applications is 9th May 2024.

please see job description attached.

To apply,

please send a copy of your CV and covering letter (quoting the job title above) To

[Apply Now](#)

Cross References and Citations:

- 1. Business Development and Grants Manager Jobs Nairobi ↗**
- 2. Business Development and Grants Manager Jobs Nairobi ↗**
- 3. Business Development and Grants Manager Jobs Nairobi ↗**
- 4. Business Development and Grants Manager Jobs Nairobi ↗**
- 5. Business Development and Grants Manager Jobs Nairobi ↗**

6. **Business Development and Grants Manager search Nairobi** ↗
7. **Business Development and Grants Manager job finder Nairobi** ↗
1. **Business Development and Grants Manager jobs** ↗
2. **Business Development and Grants Manager jobs** ↗
3. **Business Development and Grants Manager jobs** ↗

Source: <https://ke.expertini.com/jobs/job/business-development-and-grants-manager-nairobi-trocaire-88f05f6d36/>

Generated on: 2024-05-06 by Expertini.Com