

## Fundraising and Grants Officer at Blue Ventures

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); We rebuild tropical fisheries with coastal communities Blue Ventures develops transformative approaches for catalysing and sustaining locally led marine conservation. We work in places where the ocean is vital to local cultures and economies, and are committed to protecting marine biodiversity in ways that benefit coastal people. Our story started over a decade ago, surveying coral reefs in the Mozambique channel. Vezo communities in southern Madagascar were concerned about the decline of their fisheries, so we supported one village to experiment with closing off a small section of their octopus gleaning area for a few months, to see whether this might boost productivity. When the closure was re-opened, communities experienced a huge increase in octopus landings and fisher incomes. As news of this remarkable fishery boom spread, neighbouring communities started copying this approach. Crucially, this sparked interest in more ambitious coastal management efforts, leading to the creation of the country's first Locally Managed Marine Area (LMMA) governed by a small network of fishing villages. Since then, this temporary fishery closure model has gone viral along thousands of kilometres of Madagascar's coastline, spawning a grassroots marine conservation revolution with 64 more LMMAs established to date. Today, 11% of the island's seabed is managed by communities, for communities. Our work is about much more than octopus. These experiences have guided our journey searching for new approaches to demonstrate that marine conservation can be in everyone's interest, and that taking less from our ocean can give us much much more.

### Skills and experience

## **Required**

Postgraduate/graduate degree (or equivalent) in relevant field and/or proven experience in rural development or environmental conservation

Demonstrable practical experience working in community-based conservation or development in a low-income country

Proven experience in financial planning and control, and budget preparation and management

Excellent communication and interpersonal skills, and ability to convey complex messages clearly in presentations, meetings and written form, and to connect with people of all seniority levels and cultural backgrounds

Fluency in written and spoken English

Proven experience in grant management and writing

Excellent organisational skills, an ability to marshal resources, and continually improve systems and processes

Capacity to undertake research and development work independently as well as part of a team

Strong technical reporting skills, and experience of preparing project reports for funders

Excellent knowledge of MS Office, Google Apps, and social media tools (Facebook, Twitter, Instagram and Google plus) We would also love to see

Experience of the small-scale fisheries, marine conservation or rural development sectors, working with institutional partners, conservation and development sectors.

Competency in French

Experience in scientific report writing and preparation of research papers for publication

## **Responsibilities**

Grant Management

Supporting the Senior Officer in the Fundraising team with administrative tasks, including organising meetings and reviewing proposals

Taking ownership of the grant reporting process by collating and reviewing content for all

reports and liaising with the finance team on information for reporting to funders

Working with the UK Grants Manager to support with institutional grant administration and grant management

Keeping the grant management system up to date, including being responsible for all grant documentation is stored and updated in relevant systems

Taking ownership of the grant lifecycle from start to finish, including at check in meetings, kick off and close out meetings

Working with field teams to lead content creation for, and present the relevant grant processes at, grant kick off and close out meetings

Being responsible for grant report deadlines, making sure they are up to date in the system, and ensuring they are promptly communicated to staff and templates are sent on time

Working closely with the Fundraising team to ensure clear set up of grants once they are signed

Managing our supporter engagement work, including managing data, gift acknowledgements and support with answering donor questions, queries and due diligence

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