

GRANTS AND DEVELOPMENT MANAGER Job Description

Job Status: Regular Full-Time

Job location: Remote, preferably based in MENA timezone

Reports to: Director of Emergency and Health Programs

ABOUT MEDGLOBAL

MedGlobal is a global humanitarian non-profit organization providing medical and health education services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

JOB SUMMARY

As a small but rapidly growing global health organization, we are looking for a self-starter who is eager to help us grow our humanitarian and health programs in Bangladesh, Colombia, Greece, Yemen, Syria, Gaza, and beyond. The ideal candidate will have experience with humanitarian, international development, and/or emergency response grants.

The Grants and Development Manager will manage the global portfolio of grants/contracts from multiple donors. He/She will provide expertise and guidance to Country Directors and Program Managers on donor regulations and requirements. He/She will actively seek new donor opportunities, monitor donor trends, assist in program design through preparation of concept notes and proposals. The position holder will ensure the proper representation of MedGlobal with donors, cluster working groups, UN agencies and other NGOs. He/She develops and builds the program profile in line with country and global strategy and ensures the funding of its roll-out. He/She ensures an efficient, progressive, cost-effective and responsible growth of MedGlobal through strategic positioning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategy Development and Roll Out

- Ensure MedGlobal has an up-to-date understanding of each country's socio-economic situation, donor trends, needs and gaps, and who does what and where
- Support in developing context specific and relevant programming strategy and ensure the funding of its roll out to sustainably raise MedGlobal's profile
- Identify new donors, partners, national and international NGOs, academia, etc., to work with
- Create an annual business development strategy
- Support in creating country specific business development strategies and in-country fundraising mapping

Networking, Positioning and Representation

- Establish, maintain and improve active relationships with donors
- Establish, maintain, and improve active working relationships with other NGOs, UN agencies

Donor Relationship and Proposal Development

- When necessary encourage assessments by M&E department to ensure proposals are relevant
- Identify new donors to diversify donor portfolio
- Identify potential relevant international and/or local partners to be included in proposals and ensure partnerships are formed based on assessment and relationship is managed successfully
- Oversee the development of high-quality concept notes and proposals while ensuring effective collaboration with Technical Unit, M&E, program managers and other relevant departments
- Lead donor communications when developing proposals or reports
- Oversee donor eligibility criteria alongside in-country teams

Grant Management and Database Management

- Ensure contractual obligations and reporting deadlines are known and met by program, M&E, and support teams
- Support the organization and follow up of project kick-off and close-out meetings and periodic grant review meetings
- Maintain and update the reporting schedule, ensuring all stakeholders are aware of the reporting schedule and their specific roles

- Oversee the development and timely submission of donor reports
- Ensure ad hoc requests from donors are addressed immediately
- Maintain and update the Grants Management tracker and files
- Closely track active contracts/grants/sub-grants, modifications, deliveries and maintain a database that supports reporting initiatives

Management

- Ensure capacity building of in-country teams on donor relations, funding strategy, and report, concept note and proposal writing
- Review internal and external training needs of team members
- Ensure inter-department communication and information sharing of latest developments

Key Performance Indicators

- % annual budget increase/decrease of grant funding as compared to previous year
- % success rate of proposals
- % of reports submitted in a timely manner
- Annual business plan created
- Number of training sessions with field teams
- Number of donors in portfolio and % change as compared to previous year
- Regular and timely holding of coordination meetings and submission of reports

How to Apply

To apply for this position, please send a cover letter and resume to careers@medglobal.org with the subject line: "Grants and Development Manager". Applications will be reviewed on a rolling basis and applicants are encouraged to apply early.