Director for Resource Mobilization and Grant Management
June 2020
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Director for Resource Mobilization and Grant Management
About the Organisation

Our client is a global leading non-formal education organisation. It focuses on the development of young people to achieve their full potential and contribute, as responsible citizens, to the local, national, and international communities.

The organization is a federation of member organizations and it is represented globally through 6 regional offices.
The Position

Title: Director for Resource Mobilization and Grant Management
Contract: 3 years fixed-term contract, renewable
Salary: Competitive compensation package, commensurate with experience
Duty Station: Flexible

This is a newly created position to lead the implementation of the organisation’s Resource Mobilization strategy, encompassing work in increasing the financial sustainability of the organization, diversifying its funding portfolio and forming meaningful partnerships leading towards stronger brand recognition.
In partnership with the Senior Management, set annual targets for fundraising and key outcomes for the Resource Mobilization and Project Management team; 

- Develop and maintain relationships with institutional donors, foundations, philanthropic institutions and corporate partners supporting the organization’s work worldwide; 
- Generate new leads for funding through continuous prospect research, target outreach and regular participation in relevant networks and events; 
- Oversee the organization’s externally funded project management efforts, monitor donor compliance and ensure timely reporting; 
- Oversee the organization’s sub-granting processes and ensure compliance with established policies and procedures; 
- Oversee the reporting and regular coordination of the Donors Advised Funds; 

- Provide strategic guidance and capacity building to the staff (both global and regional) leading externally funded projects, as well as the capacity of members partnering on externally funded projects; 
- Lead and coach a newly merged team for Resource Mobilization and Project Management, with portfolio assignments including: 
  - Proposal writing 
  - Project management 
  - Sub-granting processes 
  - Monitoring & Evaluation 
  - Donor reporting 
  - Partnerships 
  - Advocacy
Qualifications

Education
- Bachelor’s degree in a related area required (Master’s degree preferred)

Experience
- 10 years of experience in international relations, fundraising, advocacy and partnerships.
- An extensive and demonstrated track record of planning, developing and delivering a wide range of fundraising projects with international donors, foundations, philanthropists, and/or corporate sponsors.
- Extensive experience in:
  • prospect research and cultivating and maintaining relationships with donors and partners.
  • preparing project proposals and grant writing,
  • managing externally funded projects, including compliance with narrative and financial reporting of international donors,
  • overseeing large-scale sub-granting processes,
  • impact measurement and monitoring & evaluation metrics for projects and grants.
- Significant experience in project management at a high level in a non-profit environment.
- Demonstrated experience in setting up and managing monitoring systems and initiating regular evaluations of programs.
- Experience in youth development and non-formal education is considered an asset.

Competencies
- Proven team leadership in an international context, leading direct relationships with staff and volunteers, as well as matrix and remote teams.
- Excellent managerial skills, interpersonal and networking skills, as well as the ability to conduct professional working relationships.
- Dynamic leader with innovative approaches.
- Knowledge of donor rules and regulations, and ability to manage and prioritize multi-donor funding.

Skills
- Exceptional communication and negotiation skills
- Excellent interpersonal skills and high emotion intelligence
- Written and oral fluency in English is a must. Additional international language(s) is desirable
- Ability to function as a social entrepreneur
How to Apply

All correspondence, at this stage, should be via Oxford HR via https://oxfordhr.co.uk/jobs/director-for-resource-mobilization-and-grant-management/. To apply for this post, click on the “Apply” button in the job advert page and complete our online application form. Please provide a CV and Cover Letter in ONE single document, which should be prepared before applying as they will be requested in the application process.

The statement should be no more than 2 pages long and explain why you are interested in this post and how your skills and experience make you a good fit. For advice on how to write a successful statement, please see here.

N.B. The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) e.g.: Pat-Jones CVandStatement-2006.

Timeline
Closing date: 15 July 2020
Preliminary interviews: week of 13 July 2020
Final Interviews: TBC

Equality Statement
Equality and diversity are at the core of our client’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Selection Process
All candidates will be notified about the status of their applications. We advise candidates to add the role email to their safe senders list and regularly check their spam folder. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

Queries
If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact Oxford HR in the first instance at rmgm@oxfordhr.co.uk.
About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.