



Job Title: Grants Acquisition Manager
FLSA Status: Exempt
Work Schedule: Full-Time
Date Revised: June 1, 2023

Position Summary/Mission

The Grants Acquisition Manager will be responsible for leading the organization in the development, acquisition, and start-up of new grant funding, including grant writing, while also supporting grant maintenance for existing grants.

Reporting Relationships

- Employee reports to the Executive Vice President of Programs

Other Key Relationships

Internal: The Grants Acquisition Manager works closely with Africa and Asia program staff. The role collaborates regularly with Communications and Finance teams.

Essential Job Functions

- Research grant opportunities.
- Write and develop proposals and concept notes ensuring their fit with donor requirements.
- Implement resource mobilization strategy; coordinate grant development process across the organization, developing grant proposal and acquisition plans.
- Oversee and manage grant submission and acquisition, liaising with program directors to ensure necessary program, financial and technical inputs; form and lead bid teams to develop clear timelines for grant development, review and submission.

- Build and maintain grant opportunity pipeline of qualified donors; identify and qualify new grant funding opportunities for programs and projects which are aligned to priorities.
- Support representation and relationship building with donors and repositioning for future funding opportunities. Develop and follow “individual plans of care” to help team members cultivate current and potential funding partners.
- Provide advisory and technical support on donor guidelines and funding criteria across the range of government and multilateral donors.
- Help develop budgets and quarterly forecasts for grant proposal submissions.
- Report on grant acquisition projections and other key performance indicators.
- Support external reporting and achievement of an effective project management cycle.
- Be actively involved in go – no go debates and decision making for grant opportunities.
- Coordinate project start-up: Facilitate grant agreement negotiations and organize signing, provide grant award communication to staff and other stakeholders, lead transition meeting for each new grant.
- Maintain project files in Google Drive and donor records in CRM database.
- Represents ALM at advocacy and association meetings (e.g. NTD Roundtable, ILEP IF meetings, etc.), participate in government relations positioning and advocacy.

Accountabilities

To perform the job successfully, the employee should achieve or maintain acceptable productivity levels, quality levels and/or outcomes in the areas listed below.

- Quality grant/project proposals are written, approved by the directors/VPs and submitted on time to donors.
- Resource mobilization strategy is implemented with excellence.
- Clear grant development, review and submission timelines are developed.
- Grant opportunity pipeline of qualified donors is built and maintained.
- Individual plans of care are developed and followed.
- Team values are lived out and promoted.
- All ALM policies and procedures are followed.

Key Competencies

To perform the job successfully, the employee should possess the following knowledge, skills, abilities and behaviors:

- Communication – Speaks and writes clearly, effectively and persuasively; demonstrates strong writing and editing skills; effectively and efficiently shares information and ideas. Demonstrates ability to translate complex concepts into language easily comprehensible to diverse audiences.
- Analytical and Problem Solving – Synthesizes complex or diverse information. Identifies and resolves problems in a timely manner using good judgment; gathers and analyzes information skillfully.
- Adaptability and Flexibility – Demonstrates ability to adjust to and thrive in a dynamic, strategic and results driven organization. Is teachable, receptive and pliable. Demonstrates openness and patience to work with partner organizations and field teams in a fluid context where needs and demands may change often and with short notice.
- Teamwork – Works cooperatively with co-workers, donors, end recipients, vendors, volunteers and others to achieve the organization's mission, values and goals, showing favor, grace, compassion, cooperation, mercy and acceptance.
- Planning and Organizing/Time Management – Plans and prioritizes work activities, uses time efficiently and develops realistic action plans; establishes and adheres to deadlines; collects, analyzes and uses data to manage effectively and efficiently.
- Initiative – Without prompting, takes proactive steps to manage and/or improve all work tasks and operations. Is innovative, responsible and insightful.

Required Minimum Education, Experience and Skills

- Proven track record of writing grant proposals and successfully acquiring grants from institutional donors, foundations and corporations.
- Experience with government and multilateral donor relations and fundraising, particularly with USAID and the EU.
- Bachelor's degree in international development, social science, business, fundraising or related field; MBA is a plus.

- Minimum of two years' experience in grant writing and prospect research.
- Demonstrated mastery of project management; proven ability to deliver against plans (grant submissions, budgets, etc.) and work on multiple tasks to tight deadlines.
- Excellent writing, facilitation, record keeping and coordination skills.
- Excellent interpersonal communication skills, and ability to work closely and supportively within a diverse, international team.
- Proficiency in Microsoft Office products. Knowledge of Salesforce a plus.

Interested applicants should submit a resume and cover letter to almcareers@leprosy.org.