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 prepositioning 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.