



Job Posting: Grants Acquisition and Management Manager (Europe-based)

Are you a seasoned grants acquisition professional with a proven track-record of successfully obtaining and managing grants from government and multilateral organizations? Do you have experience working with international NGOs? Are you interested in technology and how it can be used to improve the world? Are you adept at working independently, building and bridging communications in a virtual environment? Are you based in Europe and willing to travel regionally and internationally? If you've answered yes to these questions, please read on to learn about the Grants Acquisition and Management Manager we are seeking for a contracted role at NetHope.

NetHope enables humanitarian organizations to better serve the developing world through smarter use of technology. A membership organization currently serving over 50 leading international humanitarian, health and conservation organizations, we help our members collaborate, innovate, and leverage the full potential of information and communications technology to support their work in the developing world. A catalyst for collaboration, NetHope facilitates shared problem-solving, fosters strong relationships across sectors, and supports the ongoing growth and development of our member organizations worldwide. Learn more at www.nethope.org.

NetHope is a virtual organization and our team members work across US and Europe.

Position Description Summary:

NetHope is seeking a Grants Acquisition Manager to drive growth in grant income for NetHope by engaging with government and multilateral organizations headquartered outside of the United States.

Applicants for this role should have a proven track record of grant acquisition from institutional donors, foundations, be energetic and dynamic, with the ability to lead and motivate others to achieve ambitious grant income targets.

This is a temporary, contracted position for 40 hours per week for one year as this is an exploratory exercise to determine if NetHope is eligible for and able to procure grant funds outside of the U.S.A. If the person in this role is successful in meeting goals related to identifying and procuring grants during the first 12-month period, we will consider options for creating permanent role(s) in this capacity.

Key responsibilities include:

- **Donor engagement:** build relationships and credibility with donors, using program evidence focusing especially on DFID, SIDA, EC and other multilateral donors.

- **Donor guidelines:** provide advisory and technical support on donor guidelines, funding criteria and sector foci across the range of government and multilateral donors and the Disasters Emergency Committee.
- **Concept note and proposal development:** write and develop proposals and concept notes for NetHope specific programs that align with specific donor requirements.
- **Grant acquisition plans:** develop grant proposal and acquisition plans for NetHope programming priorities.
- **Grant acquisition process:** oversee and manage the grant submission and acquisition liaising with program directors and fund development staff to ensure necessary program, financial and technical inputs.
- **Funding opportunities:** identify new grant funding for programs and projects which are aligned to NetHope priorities.
- **Grant income budget:** develop budgets and quarterly forecasts for grant proposal submissions.

Personal Characteristics:

- Proactive, entrepreneurial and tenacious in identifying and pursuing grant funding opportunities
- Excellent interpersonal and team skills, extremely collegial. Sense of humor a must.
- A “people” person who likes working with people and reaching out to engage and enroll them.
- Demonstrated resourcefulness and good judgment.
- Values diversity of thought, backgrounds and perspectives.
- Integrity/ethics beyond reproach.

Experience & Education:

- Significant experience with government donor relations and fundraising, particularly with DFID, SIDA, EC and the EU.
- A university graduate with substantial experience working successfully with government and multilateral donors, in an NGO, public or private context

Knowledge and Skills:

- Confident communicator and knowledgeable spokesperson with donors, members, peer NGOs, etc.
- Strong knowledge of international development and government donor grant funded projects.
- Strong interpersonal and networking skills to work cross organizationally and with different cultures in a professional environment.
- Able to deliver against plans (grant submissions, budgets, etc) and work on multiple tasks to tight deadlines.
- Perform complex budgeting and forecasting involving multiple stakeholders
- A penchant for creative problem solving, attention to detail, ability to adapt, spirit of teamwork, and exceptional work ethic.

COMMITTED TO IMPROVING THE HUMAN CONDITION

- Demonstrated mastery of project management and good record keeping skills
- Ability to work independently in a virtual organization. Good judgment, time management, organizational skills and resourcefulness required.
- Excellent verbal and written communications skills with proficiency in Microsoft Office products.
- Experience with online tools and platforms, including cloud services.

This is a full-time, contracted position for someone based in Europe, or preferably the U.K. Compensation is commensurate with experience. This position requires approximately 25 percent travel, regionally and internationally.

Applicants should send a resume and cover letter to jobs@nethope.org by June 15, 2017