



HOPE FOR THE VULNERABLE

JOB ADVERTISEMENT FOR GRANTS AND RESOURCE MOBILIZATION MANAGER

Job Description

Job title: Resource Mobilization and Grants Manager

Duty Station: Juba with

Reports to: Head of Programs

Posting date: 15th/August 2024

Closing date: 03th/September 2024

Due to the urgency of this position, applications will be reviewed on a rolling base.



Back Ground:

Hope Restoration South Sudan is Women founded and Women led, Non-profit and non-partisan National Non-Governmental organization established in 2010 and registered by Relief and Rehabilitation Commission (RRC) under the NGO act 2016 of the Republic of South Sudan. HRSS works with vulnerable populations and fragile families/communities affected by conflict and natural disasters. Our programing is multi-sectorial where we implement a range of emergency and development programs in various fields including; General protection, gender-based violence, child protection, women economic and socio-political empowerment, Food security and sustainable livelihoods, Resilience, peacebuilding, education, Shelter and Non-food items. HRSS is looking for a highly competent, experienced, and self-driven and result-oriented individual to join the team.

Major functions

The Grant and Resource Mobilization Manager works to support resource mobilization, donor relations, reporting, and proposal development. In consultation with the Head of Program, the Grant and Resource Mobilization Manager will lead the implementation of the resource mobilization strategy for the organization. S/he will coordinate fundraising initiatives, donor relationships and grant management.

Duties and responsibilities: The Grant and Resource Mobilization Manager will perform the following duties and responsibilities;





Resource mobilization strategy

- In collaboration with the project implementing team i.e. project managers, coordinators, and Officers the GRM will develop and implement a robust and inclusive fundraising strategy for HRSS.
- Identifying potential funding opportunities that align with HRSS thematic areas
- Fostering and strengthening of relationships and dialogue with funding members and donors.
- Providing technical analysis and communication of funding trends and how HRSS can tap on the existing fund pool.
- Develop innovative ideas for effective resource mobilization and fundraising.
- Ensure consistency in negotiation of funding agreements across the different thematic areas within HRSS including development of standard funding agreements.
- Liaise with private and multi-lateral agencies, governments, foundations and other organizations to explore potential partnerships for raising funds for the HRSS.

Proposal development

- Spearhead proposal development across different thematic areas in HRSS
- In consultation with the Head of Program and close in close coordination with the program team identify potential projects and processes to inform proposal development.
- Work in consultation with the project implementing team, and finance to develop standard proposals and budgets to submit to new and existing donors.
- Build capacity of staff through training and mentorship on proposal development process, fundraising and Report writing.

Donor applications, reporting and relations

- Participate in periodic donor meetings, dialogues and functions related to resource mobilization.
- Conduct an annual donor survey to understand the funding portfolio and develop a resource mobilization plan for HRSS.
- Support in managing the yearly donor application and reporting schedule and ensuring that SMT, Directors and Managers are aware of any upcoming application and reporting deadlines.

Administration, database management, development of policies





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- Maintain a grant management dashboard capturing all compliance related detail, reporting datelines and any other related documents.
- Develop and spearhead resource mobilization policies and procedures and ensure that key staff are oriented on the policies and procedures.
- Maintain up-to-date donor database and a funding register for tracking of grant proposals submitted, rejected, approved and pipelines. The database will be updated monthly.
- Create and maintain all donor and grant related filing.

Competences and acceptable behaviors

- Committed to HRSS' core values, vision, mission and goal and takes pride in delivering on agreed priorities according to the highest standards.
- Works as part of a team and believes in collective efforts.
- Proactive in finding innovative and creative ideas and solutions and utilizes this to boost the quality of proposals and other organization documents.
- Adheres to datelines, takes decisions, is efficient, reliable, adapts to and acts with integrity.
- Ability to work with diverse groups of people without segregation.
- Confident, and an assertive communicator

Technical skills and experience

- Demonstrated experience working in the Humanitarian sector in areas of resource mobilization, human rights, GBV, Sexual Reproductive health, protection, sustainable development and humanitarian assistance.
- Experience in proposal writing, fundraising, and strong donor network and track record
- Master degree in Business administration, Development Studies, Project Management and programing in addition to at-least 5 relevant experience
- Bachelor degree in Business administration, Development Studies, Project Planning and programing in addition to 10 years relevant experience.
- Ability to write clearly, concisely and persuasively.
- Strong research and analytical skills.
- Detail oriented, excellent organizational and multi-tasking skills; ability to adhere to deadlines.
- Excellent communication and interpersonal skills across diverse cultural backgrounds.
- Excellent writing skills in English is a must





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Interested candidates can submit their application as hard copies clearly labeled Grants and Resource Mobilization Manager to Hope Restoration Office located at Munuki Block C, Hai 3rd Class plot No. 349, or by email to careers@hoperestorationsouthsudan.org not later than 03/09/2024. Only shortlisted candidates will be contacted.

