

DEV DEPT. | JOB DESCRIPTION

GRANTS COORDINATOR, AFRICA

ABOUT US

Founded in 1992, Equality Now fights for the protection and promotion of the human rights of women and girls around the world through legal advocacy. Working with grassroots women's and human rights organizations and individual activists, Equality Now documents violence and discrimination against women and mobilizes national and international action to support efforts to stop these abuses. The organization's work is focused on four main program areas: Legal Equality, End Sexual Violence, End Harmful Practices, and End Sex Trafficking.

With 48 staff in the United States, the United Kingdom, Kenya, Lebanon, Jordan, India, Georgia, and the Netherlands, Equality Now is governed by an 11-member Board of Directors, a 6-member UK Trustees group, and a 6-member Africa Board.

POSITION SUMMARY

Equality Now is excited to recruit a highly-motivated and resourceful Grants Coordinator. The ideal candidate will have strong organisational and writing skills, great attention to detail, and the ability to take initiative. This important role will strengthen Equality Now's capacity to manage our grant portfolio, ensure that we are fulfilling donor requirements, and grow our base of institutional supporters.

Reporting to the Institutional Development Manager, the Grants Coordinator will serve as an integral member of the Development team. The position also requires close collaboration with the Program and Finance staff in our Africa office located in Nairobi. The role requires the ability to synthesize technical details into a compelling narrative, a respectful and team-oriented working style, and a talent for setting up efficient and effective systems for information management and coordination.

DUTIES AND RESPONSIBILITIES

- Support all aspects of the grant management process including timely submission of reports and other required grant deliverables, contract management and donor liaison;
- Lead on the coordination of proposal and reporting development processes including creating timelines and coordinating staff from different departments;
- Assist in the writing of proposals, reports, and other correspondence to donors;
- Research and track relevant grant opportunities and prospective institutional donors to support our work in Africa;
- Support the Africa office's outreach efforts with prospective donors;
- Oversee consultants supporting institutional fundraising efforts for the Africa office.

- Support the Institutional Development Manager in maintaining the institutional funding monthly work plan and annual deadline calendar;
- Support the Institutional Development Manager in creating, organising, and maintaining donor files and archives.

IDEAL EXPERIENCE QUALIFICATIONS

- Passion for social justice issues, particularly women's and girls' rights and gender equality; understanding of the law is a bonus;
- Minimum of three years of experience in grant writing and institutional fundraising, particularly with international and multilateral donors;
- Excellent verbal and writing communication skills;
- Strong problem solving skills and attention to detail with accuracy.;
- Demonstrated ability to quickly and accurately summarize large amounts of information;
- Able to work and thrive as part of a dispersed team;
- Advanced interpersonal skills - able to work effectively, collaboratively, and respectfully in a fast-paced environment with diverse, international co-workers in a relatively small organization;
- Written and spoken fluency in English (fluency in French is a bonus);
- Strong knowledge of Microsoft Word and Excel;
- Experience in Raiser's Edge or other fundraising databases and donor research techniques is a plus;
- A Bachelor's degree or equivalent experience.

LOCATION

The ideal candidate will have proximity to Equality Now's Nairobi office, but remote candidates from other locations will also be considered.

APPLICATION PROCESS

Please send a resume, cover letter, and a writing sample to: jobs@equalitynow.org with "Grants Coordinator, Africa" in the subject line. No calls please. The deadline to apply is 19 February 2021 but applications will be reviewed on a rolling basis. Due to the volume of applicants, only shortlisted candidates will be contacted for an interview.

Equality Now offers a competitive compensation package, including base salary, savings, health and vacation benefits, and is an Equal Opportunity employer. Equality Now employees are selected on the basis of ability without regard to race, colour, religion, sex, language, political or other opinion, nationality, ethnic or social origin, disability, pregnancy, mental status, HIV status, age, marital status, or sexual orientation.