

# ADVERT



## **SNR. PARTNERSHIPS and GRANTS Manager**

**Northern Rangelands Trust (NRT)** is a non-profit umbrella organization that supports 43-member Community Conservancies across northern and coastal Kenya with fundraising, technical support, governance advice and training, and security. Its mission is to develop resilient community conservancies that transform lives, secure peace, and conserve natural resources. It is a non-governmental organization headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found at [www.nrt-kenya.org](http://www.nrt-kenya.org).

### **Purpose of the position:**

The SNR. PARTNERSHIPS and GRANTS MANAGER is responsible for building and maintaining a portfolio of qualified bilateral, multi-lateral donors and private/corporate donors, running the stewardship (reporting and relationship management) for existing awards and identifying and crafting proposals for new opportunities. The individual understands and applies the principles of developing donor strategies following relationship management protocols and will be responsible for direct asks for NRT annual budget needs inclusive of NRT Programs and Conservancy funding needs.

### **SNR. PARTNERSHIPS and GRANTS Officer Responsibilities:**

- Initiate, manage (including timetabling per donor requirement) reporting; narrative, financial and impact. This includes project management and burn rates analysis
- Manage a portfolio of bilateral, multi-lateral donors and private/corporate donors
- Act independently and in supervisor's stead as needed, exercise independent judgement to identify and solve problems.
- Demonstrate sensitivity in handling confidential information.
- Ensure compliance with NRT policies and procedures and external (donor/legal/IRS) requirements.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Manage assigned projects, coordinating the work of peers and setting deadlines.
- May manage or participate in complex or sensitive negotiations.
- Persuasively convey the mission of NRT to diverse groups who are important to the organization's overall prosperity.
- Travel frequently and on short notice, work long and flexible hours as needed
- Coordinate reporting and providing information needed by partners/donors/stakeholders; ensuring financial, MERL and Program reports align
- Any other duties that may be assigned by the Director of grants and Partnerships from time to time.

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## Requirements:

- Bachelor's degree in related field.
- Minimum of 8 years' experience in managing large grants; USG, FCDO, EU, DANIDA etc (Bilateral and Multilateral agencies).
- Experience in narrative writing; reporting and grant writing.
- Experience in building and maintaining long-term relationships with fundraising constituents.
- Experience in managing and tracking multiple prospects of donors.
- Experience in working with cross functional teams.
- Experience, coursework, or other training in fundraising principle and practices.

## Desired qualifications:

- Ability to determine an individual's interests, capacity, and potential for helping the Conservancy and NRT meet its goals, and act appropriately to tie those interests with the Conservancy's and NRT's work.
- Ability to educate and inform prospective and existing donors about the need of Northern Rangelands Trust.
- Ability to implement and manage fundraising plan, including customized cultivation, solicitation, and recognition plans.
- Knowledge of current trend in charitable giving.
- Demonstrated experience using listening, diplomacy, and tact to build strong relationship and motivate donors and volunteers.
- Proven ability to high profile or sensitive agreements.
- Knowledge of Monitoring Evaluation and Reporting

If your profile matches the above job specifications, please send your application including a detailed CV highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on **Wednesday 8<sup>th</sup> June 2022** to: [recruit@nrt-kenya.org](mailto:recruit@nrt-kenya.org)

***Only shortlisted candidates will be contacted.***