



EAST AFRICAN CIVIL SOCIETY ORGANISATIONS' FORUM

Strengthening Civil Society in the Integration Processes

POSITION: VIRTUAL VOLUNTEER FUNDRAISING MANAGER: GRANTS (Remote)

East African Civil Society Organizations' Forum (EACSO).

EACSO welcomes volunteers who are seeking skill-based volunteering opportunity. EACSO shall provide "letter of recommendation" to interns, students & professionals who demonstrate outstanding contribution for the Platform credit and/or for professional references.

ABOUT US:

The East African Civil Society Organizations' Forum is an autonomous umbrella body of all Non-Governmental Organizations (NGOs) and CSOs in East African Community (EAC) Region, with the primary objective of building a critical mass of knowledgeable and empowered civil society in the region, in order to foster their confidence and capacity in articulating grassroots needs and interests to the EAC, and its various organs, institutions and agencies.

Our volunteers are professionals from a diverse background from all over the EAC Region bringing their knowledge and experience to EACSO because we care deeply about our EAC communities. We learn and collaborate in a remote/virtual platform with an open and empowering environment and provide flexibility for work-life balance.

To learn more about EACSO, please visit www.eacsof.net

THE ROLE:

EACSO is seeking a **Volunteer Fundraising Manager: Grants** to develop and foster relationships with institutional funders and provide stewardship for existing donors. Strategize, develop, and implement the Grants program. developing the fundraising strategy. If you are passionate about **Fundraising and any experience Grants Development, Business Development, Grants Research and Grants Writing, Content Writing and relate to our organization's goals**, then become part of our organization, then please reach out to us at recruitment@eacsof.net

RESPONSIBILITIES:

- Research, identify and apply for local, regional, international and private foundation funding sources for specific projects and programs; review grant proposals and applications prepared by other EACSO departments for completeness, accuracy and timeliness; manage grant applications by working with various EACSO Chapters in the application and monitoring process to ensure successful grant awards and grant compliance.

- Provide utmost support and assistance to EACSO Fundraising Committee and be a part of the Grants Program. Design, prepare and implement grant applications. Research and compile information on grant prospects. Should have or ready to develop knowledge of fund development principles and public relations.
- Develop a grants administration work plan which includes goals, objectives and measurable workload indicators for the grants function.
- As a part of managing the grants funding portfolio, conducts research into prospects for new funding opportunities and maintains records and tracking of grant deliverables including all grant application processes from the point of cultivation to proposal submission, compliance, and reporting. The position works closely with the President, CEO and the Fundraising Committee and collaborates with other groups to ensure successful program design, grant writing, and budget development.
- Assist the CEO in growing our nonprofit organization, its management & strategy.
- Oversee the management of the Grants Division, supporting the CEO as necessary and ensuring the production of effective, high-quality proposals and reports.
- Develop & Maintain a comprehensive fundraising and donor database.
- Attend online Bi-Weekly, One-on-One, and Monthly/Quarterly Meetings.
- Assist in developing standard operating procedures & documents for the Development Fundraising processes and Fundraising strategy for EACSO.

REQUIREMENTS:

- Bachelor degree (or currently enrolled in a masters or PHD program) or comparable work experience (at least 5 years or more full time paid corporate/non - profit work experience).
- The Fundraising Manager - Grants must have excellent writing skills and have a successful track record of securing grant funds in the non-profit sector. Strong writing is key to the success of this position and must be strategic, analytical, and data-informed.
- Experience securing major private and/or governmental grants; experience with foundation relations (especially in NGO Sector); experience leading fundraising campaigns and/or soliciting donations from individuals, corporate, etc.
- Strong knowledge of and experience with fundraising databases and best practices.

- Minimum 5+ years of fundraising, grants raising, communications, experience

Candidates from backgrounds like Corporate Communication, Content Writers, Project Managers, Grant Writers, Partnership are welcome to apply.

HOW TO APPLY:

If interested, please send your resume to recruitment@eacsof.net before end of business 13th September 2020.