

JOB TITLE:	Grants Specialist
REPORTS TO:	Programs & Partnerships Director
DIRECT REPORTS:	Grants Writing Team
DEPARTMENT:	Programs & Partnerships
LEVEL:	Executive
ORGANISATION:	Women in Management, Business and Public Service (WIMBIZ)
JOB SUMMARY:	<p>The Grants Specialist (GS) will be responsible for overall management of grants writing and shall ensure adherence to the organisations' standards, policies and regulations. The GS will be responsible for developing and refining grant proposals and manuals while ensuring alignment with program objectives. To manage and implement all components of international grants processing, including legal and regulatory compliance, processing of grant making requirements, data entry and reporting, while enhancing the grant making strategy and tools.</p>
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Handle the entire grant writing process, including development of proposals, the selection process, review of grant financial documents, program reports and close out. 2. Develop a grants manual for the organisation. 3. Ensure that grant donor rules and regulations are properly adhered to. 4. Ensure that the organisation is transparent in its accounting and financial management for overall programs that are grant funded. 5. Support the implementation of quality control for program management as well as monitoring and evaluation engagement. 6. Support the organisation in attaining financial sustainability through grant funding while ensuring checks and balances. 7. Support the leadership to maintain high operating standards and ensure accountability. 8. Ensure that all grant related approvals go through the proper channels. 9. Oversees legal compliance of grant proposals including for international grants. 10. Ensure compliance with tax regulations by collaborating with the Executive Director, Finance Manager and Accountant to fulfill all withholding tax reporting requirements. 11. Provide clear and concise grants administration policies and procedures for team members.

	<p>12. Train staff on both grants administration procedures.</p> <p>13. Work with the Program Director to develop or revise applications and grantee report formats.</p> <p>14. Develop and oversee standard terms and conditions for grant award letters, agreements, and contracts.</p> <p>15. Provide links between program, finance, information technology, and other administrative functions so that all grant management activities are smoothly implemented.</p> <p>16. Conduct ongoing grants administration and research, including analyses of grant reports and trends.</p> <p>17. Coordinate with Program Director on mapping out timing of grant application and review process.</p> <p>18. Collaborate with the programs team on grant recommendation review from a grants administration legal compliance perspective.</p> <p>19. Schedule grant payments with the Program Director, Finance Manager and Accountant</p> <p>20. Produce reports on grants information as requested.</p> <p>21. Stay abreast of new technologies, requirements, trends, and best practices within the field of grants administration.</p> <p>22. Recommend grant meetings or outreach events to generate interest in grant opportunities and partnerships.</p> <p>23. Such other duties as may be assigned from time to time.</p>
EDUCATION & EXPERIENCE:	<ul style="list-style-type: none"> ▪ First degree in any discipline from an accredited institution. ▪ Relevant postgraduate degree from an accredited institution desirable but not compulsory. ▪ Demonstrate experience or track record of intensive involvement in community development programs, activities within the non-profit or development sector, a professional or private sector organisation. ▪ Experience in grants management, including international grant making, expenditure responsibility and compliance issues. ▪ Knowledge of best practices and current regulations pertaining to international grant making, ▪ High level of attention to detail and strong organisational skills and the ability to think broadly and analyze trends. ▪ Highly motivated self-starter, with ability to work successfully in a virtual as well as physical team environment. ▪ Excellent research, writing, and editing skills, with attention to detail required. ▪ Ability to handle confidential information. ▪ Excellent written and oral communication skills, with the ability to communicate complex technical, budgetary, and grants administration details to staff, donors, grantees, and leadership team members.

	<ul style="list-style-type: none"> Ability to prioritize and follow through to effectively manage work and meet multiple deadlines.
REQUIRED COMPETENCY & SKILLS:	<ul style="list-style-type: none"> a. Knowledge of the Nigerian political, economic and social environment as relevant to the social sector as is relevant to grant applications. b. Competency in fundraising and grant writing proposals. c. Ability to project manage, set priorities, and meet tight deadlines. d. Excellent oral and written communication skills. e. High standard of ethical conduct, confidentiality, and integrity. f. Ability to manage multiple grant applications and meet deadlines in a timely manner. g. Ability to manage grant administrative and procedural processes while prioritizing outcomes. h. Working knowledge of monitoring and evaluation principles and techniques i. Data management and analysis skills
KEY PERFORMANCE INDICATORS:	<ul style="list-style-type: none"> a. Number of successful grant applications. b. Quality of grant planning, proposals, documentation and implementation. c. Attaining or exceeding fund-raising goals and annual grant targets. d. Excellent grant budgetary and regulatory compliance. e. Annual growth of grant partners.

To apply for the role, kindly fill the application link <https://bit.ly/2023wimbizvacancies>, attach your curriculum vitae and cover letter on or before **Monday, June 12, 2023 (12 noon)**. Should you have any difficulty in attaching the documents or an enquiry, kindly send an email to careers@wimbiz.org with the subject indicating the role you are applying for and your full name.