



GRANTS AND FUNDRAISING SPECIALIST/COORDINATOR

Location: worldwide, remote online

Job status: Part time, volunteer, no benefits

Start Date: ASAP

ABOUT SAYAP

Sayap Africa is an international non-profit organization providing educational and health services to people in need, including young high school girls and displaced persons, in disaster and underserved regions. The organization is composed many volunteers of diverse backgrounds.

JOB SUMMARY

The Grants and Fundraising Coordinator is responsible for finding and completing applications for funding, including the applications to foundations, trusts or governments, as well as pre-award planning, organization, and preparation, and the post-award administration of grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❖ Oversees the implementation and execution of the organization's fundraising strategy to meet year-end goals.
- ❖ Develops, prepares, writes and submits grants, proposals, applications, and reporting.
- ❖ Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- ❖ Prepares all relevant grants and funding materials including but not limited to narratives describing program activities, concept papers, detailed expenditure reports, and success stories.
- ❖ Maintains a portfolio of active and pending grants and provides monthly status reports.
- ❖ Stays current with foundation trends and giving priorities.
- ❖ Maintains databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- ❖ Creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- ❖ Facilitates and supports the research and identification of funding opportunities on behalf of investigators, as appropriate.
- ❖ Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.
- ❖ Maintains grant calendar of upcoming application and reporting deadlines.
- ❖ Maintains currency of knowledge of grant funding policies, regulations, and procedures

QUALIFICATIONS

Bachelor's degree or equivalent desired. Minimum of 2 years of grant writing experience, preferably for nonprofits. Proven track record of generating donations and funds from a number of sources. Experience with grant proposals and reports with a focus on international development projects. Have knowledge of budgeting and fiscal management principles and procedures and knowledge of potential sources of health care contract and grant funding.

How to Apply

Send your resume and cover letter to Recruit@sayapafrika.org with the subject line: "Grants and Fundraising Coordinator." We look forward to hearing from you!