



Reconnect . Rebuild . Recover

Amna (previously known as Refugee Trauma Initiative)

Job title: Grants Manager	
Team: Operations	Location: Europe/Middle East/Africa (EMEA)
Contract Length: 1 year (with a view to extending)	Salary: 42,000 – 47,000 GBP annually

Who We Are

Founded in 2016, Amna is committed to supporting community and frontline workers to bring non-clinical mental health support to every child and family affected by violence and displacement. At Amna, our core values of respect, understanding, curiosity and connection guide everything we do, while shaping our culture and driving our mission. Our mission is to build community capacity for healing. Our vision is a world where refugees can determine their future unbounded by the impacts of conflict and displacement. After seven years of delivering direct services for families, young children, young people and men and women in Greece, Amna is now replicating its model to train frontline workers and support local organisations in additional countries and communities.

Safeguarding

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna's Child and Vulnerable Adult Safeguarding Policies as they will be involved and responsible for programmes working with children and vulnerable groups in different settings.

How Will You Make A Difference?

The Grants Manager is a key position within Amna, working closely with the Director of Operations, Amna's Founder and other senior management members to ensure that the management, operations and development of Amna's grant work is efficient and grows in line with the mission and objectives of the organisation. You will play a vital role in the financial sustainability and growth of Amna by effectively acquiring external funding to support various projects, programmes and initiatives. A core part of the role will be developing and nurturing excellent relationships with key funders, partners and stakeholders.

The Grants Manager is an integral part of the Operations team and will report directly to the Director of Operations.

Responsibilities Include:

Fundraising Strategy And Planning:

- Lead the research and identification of funding prospects, taking a strategic approach to align with organisation's long-term goals and Amna fundraising strategy.
- Develop a comprehensive understanding of the funding landscape and trends.
- Participate in shaping the overall fundraising strategy, aligning it with Amna's mission and vision.

Grant Management:

- Coordinate and oversee the development of high-quality proposals, ensuring alignment with donor guidelines and the organisation's objectives.
- Provide guidance and mentorship to Grants Officer in crafting effective proposals.
- Ensure all grant proposals and reports are submitted punctually and accurately.
- Lead the end-to-end grant management process, from award acceptance to reporting and compliance.
- Collaborate with programme teams to ensure effective implementation of funded projects.
- Ensure strict compliance with all donor regulations, guidelines, and reporting requirements.

Donor Engagement And Relationship Building:

- Nurture and expand relationships with current donors, focusing on donor stewardship.
- Strategically build connections with new funding sources, fostering partnerships for sustainable support.

Grant Administration:

- Review and approve grant budgets, ensuring accuracy and feasibility.
- Monitor budget utilization and make adjustments as needed.
- Establish a robust system of documenting grant-related information, enabling easy retrieval and analysis.
- Establish systems of tracking reporting deadlines and maintaining compliance.
- Manage Amna's CMER platform.

Team Collaboration And Leadership:

- Foster strong collaboration across departments to optimize grant acquisition and utilization.
- Provide leadership and supervision to Grants Officer, fostering their growth and development.

Qualifications And Experience:

- A minimum of five years' experience in grant management, report and proposal writing in international humanitarian or development programmes.
- Demonstrable experience of developing multi-year funding proposal, combined with the ability to explain clear outcomes and impact.
- Excellent communication skills, particularly strong writing skills (both technical and relational).
- Highly numerate with the ability to develop and monitor budgets; analyse, interpret, and communicate complex data and financial information.
- Ability to analyse and interpret data for reporting and decision-making.
- Understanding of legal and compliance requirements related to grants.
- Knowledge of Monitoring and Evaluation (M&E) principles and practices.
- Excellent interpersonal and networking skills, with the ability to build good relationships with people at all levels and within the non profit and donor community.
- Adaptability to changing circumstances and funding environments.
- Commitment to Amna's mission and values.

- Fluency in English, with excellent written and oral communication skills.
- Organised, paying attention to detail and good time management with the ability to manage a significant workload and meet deadlines under pressure.
- Excellent computer skills (Word, Excel, PowerPoint, Teams, Outlook, etc.).
- Experience with donor development/CRM software systems.
- Excellent presentation skills.
- Excellent research skills.

Benefits:

- Amna offers Psychological Support Fund for its employees and are eligible to apply after the end of the probation period.
- Amna offers reflective supervision to all employees.

Work Location And Environment

This role is a remote job opportunity, and open to applicants in Europe, Middle East and Africa (EMEA).

Amna offers a hybrid working environment to its employees allowing for a blend of remote and in-person work.

Please note that the nature of working environment and hybrid schedule may be adjusted as per the organisation's evolving needs.

Remuneration Package

Remuneration: 42,000 – 47,000 GBP per annum. The final compensation package will be adjusted depending on the candidate's location within the EMEA region.

We recognise that cost of living and market conditional vary across the region, and as such, the final compensation package will be tailored to reflect the specific location of the successful candidate.

At Amna we are committed to attracting and retaining top talent by offering competitive compensation and benefit packages. We believe in rewarding talent and expertise at a level that corresponds with the local market conditions, ensuring that all our team members are fairly compensated for their skills and contributions.

Commitment to Diversity, Equity, and Inclusion

Amna is committed to fostering a diverse and inclusive workplace where all employees are valued, respected, and empowered to contribute their unique perspectives and talents.

As an equal opportunity employer, we do not discriminate on the basis of race, religion, color, ethnicity, sex, gender, sexual orientation, age, marital status or disabilities status.

Applications are strongly encouraged from people with lived experience as refugees or with second-generation experience.

How To Apply:

Please send your CV and motivation letter to hr@amna.org by **31st October 2023**.

For more information on Amna's work please visit our website: www.amna.org

Due to the urgency of the role, qualified applicants may be invited to interview at any point during the application process. We strongly encourage candidates to apply before the deadline.

Expected start date: as soon as possible.

Only Shortlisted candidates will be contacted.