



*Reconnect . Rebuild . Recover*

Amna (previously known as Refugee Trauma Initiative)

<b>Job title: Grants Manager</b>	
<b>Team:</b> Development and Communications	<b>Location:</b> UK, Europe/Middle East/Africa (EMEA)
<b>Contract Length:</b> Open Ended	<b>Salary:</b> 42,000 – 47,000 GBP annually if UK-based; 30,000 – 35,000 Euros annually if based in EMEA

### **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 Safeguarding Policies as they will be involved in 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 Development, Amna's CEO 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, as well as Amna staff.

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

## **Responsibilities Include:**

### Grant Management:

- Coordinate and oversee the development of high-quality proposals, ensuring alignment with donor guidelines and the organisation's objectives.
- Work closely with relevant departments to develop compelling 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 for smooth project implementation and donor satisfaction.

### 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 CRM platform.

### 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.

### 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.

### Team Collaboration and Leadership:

- Foster strong collaboration across departments to optimise grant acquisition and utilisation.

## **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**

See our wellbeing strategy: <https://amna.org/wp-content/uploads/2024/03/Amna-Wellbeing-Strategy-February-2024.pdf>

## **Work Location and Environment**

This role is a remote job opportunity, and open to applicants in UK, Europe, the 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 if based in the UK; 30,000 – 35,000 Euros per annum if based in EMEA region.

In compliance with international standards, Amna utilizes a global payroll provider to ensure seamless and efficient compensation processes for our diverse team.

## **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, colour, 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](mailto:hr@amna.org) by **12th May 2024**.

For more information on Amna's work please visit our website: [www.amna.org](http://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.