

Grant Reporting and Funding Technical Lead (Readvertisement)

Vacancy Announcement

Grant Reporting and Fundraising Specialist -Re advertisement

Dan Church Aid (DCA) is a Denmark-based international NGO registered under certificate # 1083 by the Authority for Civil Society Organizations and working to improve the wellbeing of particularly the rural and pre-urban people in Ethiopia. DCA's Programme mainly focus on save live, building resilience and fighting inequality targeting highly disaster-prone areas in Oromia, Amhara, Afar, and Gambella regions.

DCA Ethiopia Office is looking for a competent **Grant Reporting and Funding Technical Lead**.

Vacancy Number: DCA-Eth/VA-002/2025
Vacancy Date: January 31,2025
Post Title: Grant Reporting and Funding Technical Lead
Required number: One
Type of Contract: One Years with possibility of extension
Duty Station: Addis Ababa
Reporting to: Head of Business Development and Innovation
Expected Start Date: As soon as possible
Application Deadline: February 09,2025
Salary Range: As per DCA salary Scale

Position Objective

Under the supervision of the Head of Business Development and Innovation, he/she will manage grant reporting, proposal writing as well as fundraising tasks for DanChurchAid Ethiopia.

Purpose

The purpose of the Grant Reporting and Fundraising Specialist is to manage grants, produce quality donor reports and maintain donor compliance in collaboration with the program team and develop quality proposal and engage with fundraising tasks.

Engagement

- Develop standard reporting templates and tools that will support improved narrative, log frame and financial reporting.
- Support the development of updates for internal and external use, including maps, case studies, and info graphics
- Provide editing and high-quality assurance of all internal and external reports reviewed by HQs Global Partnerships and Resource Mobilisation unit (GPRM) prior to donor submission.
- Support program team and local partners through capacity building trainings on reporting, proposal development.
- Work with program and communications teams to develop promotional materials and campaigns for fundraising efforts.

Delivery

- Support and coordinate project design workshops and lead on proposal writing that can live up to donor
- Take the lead in identifying project opportunities, idea generation, feasibility analysis, project design and proposal writing.
- Prepare timely and accurate project reports to donors,
- Track and maintain donor- reporting schedule and funding performance
- Organize and participate in grant kick off and grant review meetings and provide advisory assistance to program staff and HQ
- Maintain all grants document uploaded in the system (PPD),
- Liaise with in-country, regional and HQ on grant management activities, including ad hoc requests for information and updates.
- Facilitate donor and regional contracts in collaboration with program, finance & HQ team

Job Requirement

- The qualified candidate master's degree or equivalent in development, social sciences,

international relations, Business administration or a related field

- Five to seven years of work experience with direct reporting and program development experience in a nonprofit organization
- Ability to effective time management
- Strong team and communication management skills
- Capacity to work in a busy environment and strategy to manage the workload
- Sound Knowledge of DCA thematic sectors eg, Climate adaptation, Livelihood, Agriculture, Protection, and Private sector engagement.
- Ability to articulate in a clear and concise manner.
- Seasoned proposal writing experience.
- Ability to analyze and interpret data
- Strong organizational skills.
- Knowledge of various international donor reporting and proposal requirements, including EU, ECHO, BHA, USAID and others
- Excellent interpersonal skills and the capability to work within different cultural environments.
- Proficiency in current office software applications
- Advanced fluency in English is required (Written and Spoken)

How to apply

Interested and qualified applicants should apply for the post via the below link.

DCA is an equal opportunity employer, and all interested candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation. Please don't mention your religious or ethnic affiliation in your application.

-Please Submit only an application letter and CV.

Only shortlisted candidates will be contacted.