

Regional Grant Writer

Founded in 1991, Good Neighbors is committed to improving the lives of underprivileged children and neighbors in developing communities. We do this by developing partnerships with multilateral and bilateral donors as well as operating community development projects (CDPs) that are based on the participatory approach in over 40 countries in the world. We are seeking an experienced and detail-oriented Regional Grant Writer to work with us. The Grant Writer will be responsible for managing the grant application in the region under the supervision of Good Neighbors Global Partnership Center. This includes developing and implementing the grant application and reviewing and revising proposals with grant management teams in each country office. The ideal candidate will have excellent communication and organizational skills with relevant experience in grant writing and management.

Duties and Responsibilities

- Conduct thorough research to identify potential funding sources, including foundations, corporations, government agencies, and other philanthropic organizations.
- Stay informed about grant opportunities and deadlines relevant to Good Neighbors' mission and programs.
- Develop, write, and submit grant proposals and applications that are clear, compelling, and in line with the funding requirements that effectively communicate Good Neighbors' mission, programs, and needs.
- Work collaboratively with program staff to gather necessary information and ensure accurate and comprehensive content.
- Tailor proposals to match the specific interests and requirements of each funding source.
- Maintain a calendar of grant deadlines and ensure timely submission of proposals and reports.
- Track the progress of submitted proposals and follow up as necessary.
- Manage grant records and documentation, ensuring all information is up-to-date and easily accessible.
- Prepare and submit required reports to funders in accordance with their guidelines and deadlines.
- Ensure compliance with all grant requirements and conditions.
- Monitor grant performance and provide regular updates to senior management and program staff.
- Provide training and support to program staff on grant writing and fundraising best practices.
- Assist in developing templates and tools to streamline the grant writing process.

- Coordinate grant-making process in the region in collaboration with Good Neighbors Global Partnership Center.
- Serve as the primary point of contact for all grant-related inquiries in the region
- Monitor and report on the progress of active grants in the region
- Follow up grant application status of each country office
- Lead the process of concept notes and proposal development by working closely with grants management teams in each country office
- Write, edit, and proofread grant proposals and supporting materials in collaboration with each country office.
- Assess partners' risks on grants management and compliance perspective, develop and roll out capacity-building actions in coordination with all concerned
- Support Good Neighbors technical teams and other stakeholders to ensure regional grant workshops are organized in a timely and efficient manner
- Lead GN fundraising working group and hold meetings on a bi-monthly basis
- Identify and secure additional resources to supplement grant funding
- Manage relationships with key partners and stakeholders
- Perform other related duties as assigned

Required Skills and Qualifications

- Minimum of 5 years of experience in grant writing, preferably within the NGO sector.
- Proven track record of securing grants from foundations, corporations, and government entities.
- Bachelor's degree in project management, business, public administration, international development, or a related field
- Minimum 5 years of professional experience in humanitarian and/or development programs, fundraising, project management, or similar role
- Sound understanding of program cycle management in development environments and emergencies, program quality, and partnership management
- Cultural and gender sensitivity and capacity to work in a multicultural context with moral integrity
- Excellent verbal and written communication skills
- Exceptional writing, research, and analytical skills
- Thorough understanding of effective grant-writing techniques
- Demonstrated ability to meet deadlines and manage multiple projects simultaneously
- Experience in grant management with UN or government agencies
- Proficiency in Microsoft Office suite and Google Docs

- Professional experience in working in multiple countries is a plus
- Experience in grant management with international financial institutions and private donors

Language

- Excellent written and verbal communication skills in English
- Knowledge of another UN official language is a plus

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or ***before 9th June 2024*** to administration@goodneighbors.ke.