



Job description

**Strategy and Funding
Advisor**

Uganda



Strategy and Fundraising Advisor

Place of work:	Kampala, Uganda
Pay band:	Current grade F
Salary:	In line with WaterAid salary scales for grade
Reports to:	Country Director
Manages:	N/A

JOB PURPOSE SUMMARY:

Responsible for spearheading the Fundraising plan delivery through the engagement with institutional donors and high value donors (major donors, companies and foundations) that aims to improve the level and quality of cooperation in efforts to deliver Water Aid Uganda CSP. Specifically the role will build relationships with these donors in order to increase institutional and high value funding into the organisation, and to influence how and where official development assistance is spent. a Lead on all fundraising efforts for WAU including planning, managing and ensuring the delivery of an agreed fundraising budget and plan. The position holder will lead the support to partners in ensuring efficient and effective project management. The incumbent will have experience in managing the range of requirements from institutional donors (compliance checks, support facilitation, submission, negotiation and management of grants, contracts and Memorandum of understandings) and will the Country program, he/she will be contact point for water Aid fundraisers in the member countries and within the WA Regional team specifically the Regional funding manager.

KEY RESPONSIBILITIES:

Strategic Management

- Oversee the support to WA partners to develop and enact effective programme management systems.
- Under the leadership of CD/programs head contribute to WaterAid Uganda's strategic thinking on programmes, programming modalities and the cycle of learning and knowledge management, documentation, data handling analysis and utilisation.
- To design and manage support systems for marketing and image-enhancing campaigns in conjunction with mobilizing resources from different national and international sources.
- Collaborate to identify partner capacity needs and build capacity in areas such as report writing, documentation and proposal writing. Provide Support in the form of guidance, technical assistance, formats and templates

Fundraising:

- Develop partnerships and relationships which generate donor funding. Researching, identifying and cultivating potential donors, managing and implementing a fundraising action plan covering WAU's major donors to satisfy current donor needs and maintain oversight of fundraising.
- Chief liaison with all donor organizations supporting the CD in maintaining cordial relationships with the donor community. Focal liaison with Funding team at the regional and WA international level.
- Identify, Develop and service sector strategic partnerships as well as co-ordination of key stakeholders in a bid to maintain good relationships with relevant agencies, institutions, donors and government officials at national, regional and district levels.

- Assist in building relationships with new donor's in-country for funding relationships. Also keep up to date with local and international donor policies.
- Coordinate high quality donor visits through collaboration with all teams and the donor to ensure high quality visits.
- Sh/e will support and work with key budget holders and partners to ensure that all grant funded projects implementation and reporting are in compliance with donor regulations and requirements.
- Lead the development and implementation of a fundraising strategy that focusses on strategic goals to accelerate income growth in a sustainable manner across a diverse range of income streams.
- Identify barriers to institutional fundraising within WAU and develop mechanisms that respond to the barriers
- Lead the SMT in managing the effective implementation of WAU's fundraising strategy that supports WaterAid's work in delivering WASH services.
- Lead the development and implementation of the strategic fundraising plan, which includes key activities and milestones as well as the projected growth of fundraising income
- Lead the Identification of fundraising opportunities to meet funding requirements. Work closely with WAU colleagues, Water Aid member fundraising teams to scope opportunities to meet CP funding requirements.
- Review, negotiate and share donor contracts within the CP to ensure confidence in meeting contractual requirements. Coordinate start-up processes for new grant incomes, to clarify roles and responsibilities with WAU and partner staff to facilitate successful grant management.
- Manage clear communication channels with Water Aid member fundraising teams when approaching and developing relationships with new and existing donors. Including support for donor visits and attending external meetings/events to promote WAE.

- Actively contribute to WAU as a learning organization, particularly through sharing knowledge of new donors, donor policies, capacity building activities in fundraising and grant management.

Donor Compliance and Reporting

- Responsible for compliance in grant/partner documentation, providing assurance regarding the quality /compliance to donor requirements and to partner agreements.
- Monitor and coordinate compliance with donor requirements, including grant reporting: Ensure contractual funding requirements are met and delivered on time (reports, donor visits, evaluations, audits, etc.), and utilization of funds does not exceed the budget. Provide quality assurance for all aspects of donor reporting.
- In liaison with the Head of finance to ensure provision of a closer support to Partner organization in making sure funds disbursed are used in accordance with donor requirement and as according to WAU's financial regulations
- Ensure effective donor compliance through translated proposal documents, start-of-project workshops and training on donor guidelines
- Effectively manage and lead the donor reporting schedule, working in collaboration with the programme teams to ensure quality donor narrative and financial reporting.
- Initiate and coordinate all funding contracts, from proposal development to monitoring and report writing, and donor relationship building for the Country Programme.

Grants and contracts Management:

- Lead relationships management with donors. Negotiate any required contract amendments or addendums with the donor or member fundraising teams during the grant period. Main point of contact at CP for donors, Regional Funding Manager, and member fundraising teams by responding to queries in a timely effective manner.

- Maintain an effective contract and documentation management system and processes. Ensure appropriate donor management systems, records and processes are in place, up-to-date and in compliance with WaterAid policy and practice. Ensure effective storage and maintenance of donor contracts and other documentation in line with donor, WaterAid and local partner audit requirements.
- Coordinate internal working groups responsible for donor fund management and maintain all restricted funding records. Convene necessary working groups to address risk that could impact effective project delivery. Ensure clarity on roles and responsibilities in management and monitoring of donor funds.
- Support risk management. Support CD and SMT by highlighting key risks related to grant-funded projects, such as under/over-spends, delayed delivery of commitments, capacity gaps, donor relationships and timely communication of these risks.
- Support completion of funding forecasts. Accurately identify funding gaps, managing match funding obligations and tracking expenditure against grant commitments.

Partner support:

- Serve as an institutional resource on partner grant compliance, regularly monitor and document grant expenditures against grant funded activities to ensure compliance with donor regulations.
- Provide information to partners and advise in the development of project proposals for submission to WaterAid, ensuring that the proposals are of high quality and in line with WA's guidelines.
- Review grants reports and communications with donors and stakeholders for accuracy and compliance prior to submission. Provide support in interpreting grants as well as participate in the review of new funding opportunities and provide feedback on eligibility and risk.

- Maintain communication with budget holders and to ensure timely receipt of reports and documentation in accordance with regulations and the terms and conditions of individual donor / grant awards.
- Review and communicate grants expiration dates, altered timeframes, milestones, and major changes in budgets and activities to appropriate staff (Program, Finance, etc.).
- Build both staff and partner capacity in individual donor / grants management, this will involve but not limited to, proper application of time-keeping, branding and marking, data collection and management, and programmatic reporting policies.
- Work with the Programme unit to streamline and maintain an accurate database of grants, contracts, and cooperative agreements. Conduct internal compliance audits on funded projects.
- Undertake assessment of partner organisation capabilities and needs, coordinate the formulation of plans and strategies for capacity building and institutional strengthening with purposes of enhancing their visibility and effectiveness.
- Develop relevant projects to enhance the capacities and competencies of officials, and personnel of partner organisations and relevant District Local Government personnel in.
- Support WA partners to develop and enact effective project management systems, including staff supervision and performance procedures, asset maintenance systems, administration, and monitoring/evaluation.
- Identify capacity needs and build capacity in areas such as report writing, documentation and proposal writing. Provide support in the form of guidance, technical assistance, formats and templates in line with the changing nature of partnerships.
- Ensure effective storage and maintenance of donor contracts and other documentation in line with donor, WaterAid and any local partner audit requirements.
- Coordinate high quality donor visits. Liaise with Programme staff, Regional Funding Manager and the donor to ensure high quality visits.

- Support risk management by highlighting key risks related to grant-funded projects, such as under/over-spends, delayed delivery of commitments, capacity gaps, and donor relationships.
- Support Director of Finance in completion of accurate funding forecasts, identify funding gaps, managing match funding obligations and tracking expenditure against grant commitments.

JOB REQUIREMENTS/PERSON PROFILE:

A) Education and Experience

Essential

- Minimum of a Bachelor's Degree in Management, Social Sciences, Development Studies or Research studies with a development bias. Masters in Business Administration in a related field will be an advantage
- A minimum of 10 years' experience working in a developing country and/or humanitarian context.
- Experience in preparing budgets & developing monitoring and reporting systems.
- Demonstrable experience and competence in networking and effective relationship building. High level of diplomacy and tact
- Knowledge of international relationships and reporting requirements
- Risk analysis and risk management experience
- Proven ability to find strategic partnerships that have led to increase funding
- Strong analytic skills (financial, planning, operational)
- Development, strategic initiatives or fundraising role for a nonprofit, foundation, campaign organization, government entity or similar organization
- Excellent communication skills, both written and oral and excellent relationship building skills

Desirable

- Strong relationship building skills and an entrepreneurial approach that leverages further opportunities. Building and managing relationships with key stakeholders
- Planning, Organising, analysis and Reporting
- Experience of partner capacity development strategies
- Good skills in presentation, public speaking, documentation and information management.
- Commitment to addressing issues of Equity & Inclusion and pro poor approaches.

B) Personal Competencies:

- Compelling vision for change
- Proactivity and Practicing innovation and change.
- Driven by Impact and results oriented
- Team player
- Inclusive and value for diversity