

# Job Description

**Regional Funding Manager  
East Africa**





# Regional Funding Manager

## East Africa Regional Team

<b>Place of work:</b>	Any country office in the region
<b>Salary:</b>	Competitive with <a href="#">excellent benefits</a>
<b>Contract type:</b>	Fixed-term – (4 years)
<b>Reports to:</b>	Regional Director
<b>Travel:</b>	At least six weeks depending on requirements of the role

### Introduction

WaterAid East Africa Regional team is a key regional part of WaterAid International Programmes Department. Regional Funding Manager will be required to provide leadership in the development and stewardship of exceptional funder relationships, raising and managing restricted funds and promoting positive engagement with funders that surpasses their expectations. The post requires frequent interaction with other senior management members, particularly Country Directors, Project Managers, Finance, and WaterAid teams outside of East Africa.

### Job Purpose

To provide leadership in the development and stewardship of exceptional funder relationships, raising and managing restricted funds and promoting positive engagement with funders that surpasses their expectations. In doing so, support the Regional Director and Country Directors in ensuring that:

- ◆ Country Programmes and Regional Team are fully funded to deliver on their strategies
- ◆ Country programmes achieve the targeted proportion of restricted funding of their programmes
- ◆ That funding is in line with our Global Standards in terms of quality and organisational needs
- ◆ That funding decisions are made with appropriate balance of opportunity and risk
- ◆ That local and global strategic considerations are taken into account.
- ◆ That we deliver to agreed funder expectations and contractual requirements Programme staff.

### Key accountabilities

- ◆ Maintain a complete regional view of all restricted funding, funding gaps, and pipeline opportunities and ensure that country programmes regularly update the Restricted Income System.
- ◆ Assist country programmes in identifying priority funders in their respective countries and develop key relations with select funders in the region, working closely with the Regional Advocacy Manager and Regional Programme Manager
- ◆ Support country programmes in developing fundraising strategies base on market opportunities and support them to develop capability using relevant skills from across federation
- ◆ As relevant, develop and deliver regional fundraising strategy to secure funds at a regional level and from countries where we do not have country programmes
- ◆ Proactively work with Member Restricted Funding Manager, fundraising teams and country programmes to match potential funding opportunities to funding gaps so that Country Plans are fully funded
- ◆ Working together with grants managers in countries to manage multi-country grants.



- ❑ Liaise and coordinate with other Regional Funding Managers on multi-regions grants
- ❑ Support country programmes to develop timely high quality proposals to secure funding in line with pipeline income targets for current and future years drawing on support from other fundraising teams as required
- ❑ Support Country Programmes to ensure that programme targets and reporting are realistic and that they have the capacity (existing or planned) to deliver on their agreed funding obligations
- ❑ Monitor the meeting of funding obligations and escalate emerging and realised risks to Regional Director and Member Restricted Funding Manager for onward escalation to Funding Committee and work with relevant country programme to mitigate risk
- ❑ Support Country Programmes to identify any additional short-term capacity required to meet proposal and reporting milestones and coordinate the filling of capacity gaps, including own mobilisation
- ❑ Support Country Programmes to ensure reports are of high quality that at least meet funder requirements and at best surpass funder expectations, working with Country Programmes and Fundraising teams to meet standards and resolve issues
- ❑ Monitoring country programmes' compliance with internal restricted funding standards (Global Standards), policies and practises (like RIMAP, funding matrix) and ensure they meet agreed standards to enable Regional Director to provide necessary assurance to Funding Committee
- ❑ Work with Member Restricted Funding Manager to continually improve our management of restricted funding practices and processes
- ❑ Advise fundraising teams and country programmes in the planning and delivery of high standard funder visits that surpass funder expectations and minimise undue impact on country programme staff.
- ❑ Ensure the health, safety and security of self and others in the workplace (including team members managed if appropriate).

## Person specification

- ❑ Postgraduate degree level qualification in international development, economics or a related discipline.
- ❑ At least 12 years cognate experience in fundraising and relationship management with 5 years of this at senior management levels
- ❑ Good understanding of development issues and experience of working in the developing world.
- ❑ Significant experience in planning, securing and managing funds from donors such as EU, USAID, DFID and Gates Foundation, and sound understanding of institutional and government donors, and funding policies.
- ❑ Track record in proposal development, contract management/ financial reporting for donors, trusts and foundations.
- ❑ Sound appreciation of corporate, trusts and major donor needs.
- ❑ Significant experience of proposal development for large institutional donors, corporate, major donors. Experience of managing institutional donor funding programmes in developing countries would be an added advantage.
- ❑ Regional level experience in raising fundraising and relationship development and management across donors.
- ❑ Experience of developing budgets for funding proposals.
- ❑ Previous experience of working in a global organisation is essential
- ❑ Experience of support and capacity building of non-fundraising specialists in proposals and grant management
- ❑ Experience of working with many and varied stakeholders in an international organisation.
- ❑ Excellent computer literacy and able to work in Microsoft environment, with strong skills in MS Excel.



- ❑ Strong project management skills
- ❑ Good team worker. Proven ability to work with people from a range of cultural, social, ethnic backgrounds and with different skills.
- ❑ Excellent written and spoken English to engage effectively with and influence a variety of audiences.
- ❑ Ability to adapt quickly to changing priorities.
- ❑ Commitment to WaterAid's values and a working style that reflects these.