

Job Description and Person Specification

Job title:	Programme Funding Manager
Reports to:	Head of Programme Funding
Line reports:	N/A
Location:	Flexible – this role could be based in Ethiopia, Kenya, Tanzania, Uganda or the UK. Hybrid working with negotiable remote/in-office balance
Duration and hours:	Full time, permanent

Purpose of the Role

Farm Africa is in an exciting period of growth, shaped by an ambitious strategy and our aim of becoming the leading technical INGO at the nexus of agricultural development and the sustainable management of natural resources. Our vision is of a resilient rural Africa where people and the environment thrive.

The Programme Funding Manager is a new role within our programmes department that will support country office teams (who own new project design at Farm Africa) to develop high quality programmes and secure the restricted funds to deliver them. This is a fantastic opportunity to join a dynamic organisation and to help drive continued growth and impact, in close collaboration with our experts across the eastern Africa region.

Key Tasks and Responsibilities

1. Proposal development (70%)

- ▼ Lead the coordination and delivery of complex and high value institutional funding proposals from identification through to submission, in close collaboration with cross-organisational teams (country office teams, programmes and finance teams), contributing to meeting our ambitious organisational restricted income targets.
 - ▼ Work closely with country offices to facilitate high quality project design processes, both remotely and in person, in line with the Farm Africa proposal development process and technical minimum standards.
 - ▼ Deliver theories of change, logical frameworks, narrative proposals and budgets in line with donor requirements and priorities.
 - ▼ Lead the writing of narrative proposals, with input as needed from country office teams and the technical team.
 - ▼ Work alongside finance colleague to guide budget development based on an in-depth understanding of donor guidelines and our own cost recovery and minimum quality standards.

- ▼ Engage with NGO and private sector partners for consortium-based proposal development.
- ▼ Ensure that evidence and best practice from existing programmes informs the design of new projects, building and maintaining regular dialogue with the wider programmes department (country office teams, technical team, monitoring, evaluation and learning team).
- ▼ Work closely with programme support and country office teams to ensure smooth handover of projects from proposal to implementation stage once approved, including through organisation of handover meetings for large or complex grants.

2. Opportunity identification and positioning (20%)

- ▼ Scan the funding market for new restricted funding opportunities that are relevant to Farm Africa’s strategy and thematic pillars. Identify and proactively generate new opportunities for funding from institutional donors.
- ▼ Facilitate go/no go decisions.
- ▼ Analyse donor strategies and identify alignment with the Farm Africa strategy. Maintain information about donor priorities and prepare briefing notes.
- ▼ Work with country teams and senior staff to develop action plans to support regular and proactive donor engagement to maximise opportunities.
- ▼ Ensure that Farm Africa has the necessary donor registrations in place to access funding opportunities with key target donors.
- ▼ Position for consortia through partner engagement, preparation of capacity statements and coordination of due diligence processes.

3. Tool development and capacity building (10%)

- ▼ Support the Head of Programme Funding to inform continual improvements in Farm Africa processes for project design and proposal development, based on industry best practice.
- ▼ Work alongside Monitoring, Evaluation and Learning (MEL) team to build organisational capacity for project design, including by delivering training and coaching on key tools including theories of change and logical frameworks.

Please note, this is not an exhaustive list and other duties may be required in agreement with your line manager.

PERSON SPECIFICATION	
Essential	Desirable
Experience	
Significant experience working in a programme funding role.	Experience of developing proposals for Sida, Norad, the EU, USAID or large foundations.

Proven track record of leading successful £1m+ funding proposals with institutional donors.	Experience of developing proposals for development programmes on the themes of agriculture, livelihoods and environment.
Significant experience working with diverse virtual teams.	
Education, qualifications & other knowledge	
Understanding and experience of international development programmes, tools and approaches.	Technical knowledge of sustainable agriculture, market engagement and natural resource management approaches.
Proficient in the development and use of theories of change and logical frameworks.	Knowledge of the funding policies and strategies of key target donors in the fields of agriculture, livelihood and environment.
Deep understanding of the programme cycle and process for securing programme funding from institutional donors.	
Skills & abilities	
Highly organised and proficient in remote project management, with the ability to work effectively across cultures and geographies.	
Exceptional writing skills, with the ability to transform complex technical content into a compelling and accessible case for support.	
Excellent attention to detail.	
Excellent communication and teamwork skills, with the ability to engage effectively with a range of audiences including technical teams and donors.	
High quality research and analytical skills, able to understand new technical concepts quickly.	
Ability to understand and work with complex budgets.	
Workshop facilitation skills, both remote and in person.	
Attitudes	
Proactive, problem solving attitude.	
Agile working style.	
Commitment to building positive, high performing project teams.	
Commitment to remote work principles whilst managing a healthy work/life balance.	

Our Values

- **Expert:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

- **Grounded:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **Impactful:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **Bold:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Contact Details

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