



Programmes & Funding Coordinator

<i>Job Title:</i>	Programmes & Funding Coordinator (PFC)
<i>Reporting to:</i>	Managing Director
<i>Location:</i>	London - UK
<i>Contract Type:</i>	Full-time
<i>Salary:</i>	£21,500 - £26,000 (dependent on experience)

Position Overview:

SEED Madagascar is a British-registered charity whose mission is to enhance the capacity of individuals, communities, organisations, and government in fulfilling sustainable environment, education, and development goals in southeast Madagascar. The acronym SEED (sustainable environment, education, and development) reflects the organisation's holistic approach to projects, all of which are built around the most pressing and directly expressed needs of disadvantaged communities.

The PFC will coordinate all* donor facing communications, manage and fine tune proposals and reports, and oversee donor compliance. They will maintain systems and update trackers to ensure smooth running of the function. The PFC is the primary point of contact for donors and bears ultimate responsibility for the quality control of all donor-facing communication. Existing project donors range in size from grants of £500 to grants of over £250,000. The PFC works in close collaboration with the Madagascar-based Programme team, supporting their capacity and providing technical input, where required.

* Please note that there may be exceptions where the primary relationship with donors will be held by in-country staff, as agreed on an ad hoc basis.

Main Duties and Responsibilities:

- Work alongside the Programme team in report- and proposal-planning, supporting with editing, and acting as the final editor on all SEED donor-facing communication.
- Maintain and review standards for all donor-facing documentation in the project cycle (e.g. proposals, reports, project planning documents, and budgets) in terms of content, style, grammar, and internal coherence/integrity.
- Provide mentorship and capacity building to other members of staff to improve their ability to produce donor-facing documentation.
- Working with in country staff, ensure donor-facing documentation is accurate and aligns with donor expectations/requirements.
- Ensure the efficient use and continued improvement of programmes-related processes, systems, and spreadsheets, reflecting internal lessons learned and external best fit practices.

- Provide technical expertise on key documents, where required (e.g. log frames and theories of change).
- Manage and coordinate deadlines for the production and submission of all donor-facing documentation.
- Work alongside the London based Corporate Liaison Officer in developing of corporate applications.
- Work closely with Madagascar based staff while serving as the primary point of contact with donors, building and maintaining trust in all donor relations.
- Leading on programme fundraising plans, liaising with colleagues to agree strategies to secure funding from new and existing fundraising streams.
- Lead the coordination of due diligence assessments, working closely with colleagues across the organisation.
- Contribute to SEED's quarterly trustees' reports and annual reports, attending trustee meetings when required.
- Support in the recruitment of new staff and provide support and management to a London-based team of interns, delegating work to achieve departmental objectives and support organisational ethos and strategy.
- Develop and maintain close working relationships with the Programme Team in Madagascar and jointly lead meetings and trainings with the team.
- Support the production of organisational documentation (such as fundraising appeals, website copy, and guidelines).
- Provide core support to the Managing Director when necessary.
- Represent SEED Madagascar in external meetings with other agencies, donors, and partners.
- Complete any other tasks required by the Managing Director commensurate with this role.

Person Specification:

- Educated to degree level in a related field.
- Demonstrable knowledge and keen interest in at least one of SEED Madagascar's five core areas (community health, WASH, sustainable livelihoods, education infrastructure, and conservation).
- At least two years' experience of developing and writing funding applications and donor reports for trusts, foundations, and/or institutions.
- Ability to produce and edit documents to a high standard and provide detailed, constructive feedback to capacity build interns and Programme Officers.
- Have a proven track record in securing and managing grants from institutional donors such as the FCDO.
- Meticulous attention to detail and excellent analytical skills, with demonstrable ability in gathering and assimilating information from various sources, compiling reports and proposals, and identifying lessons learnt and best practice.
- Familiarity with the use of project management tools including logical frameworks, theory of change models, budgets, activity plans, and monitoring & evaluation frameworks.
- Fluency in written and spoken English with excellent written communication skills, to the level of editing English documents for publication or donor communications to a very high standard.

- Excellent proposal- and report-writing and editing skills, with previous experience compiling project proposals and reports and the ability to tailor written information to various audiences.
- An understanding of, and commitment to, SEED's ethos and approach and be a good ambassador for the organisation at all times.
- Passion, curiosity, and motivation for the job and the ability to enthuse others.
- Empathy with those living and working in a developing country with the ability and desire to work with teams from different economic and cultural backgrounds and across multiple language barriers.
- Proven ability to recognise and appropriately deal with challenging situations and problem solve.
- The ability, social skills, and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures and Code of Conduct of SEED.
- Able to work to and advocate for all of SEEDs policies and procedures, working within SEEDs Code of Conduct, safeguarding those that SEED works with and reporting any concerns appropriately.
- Punctual and be able to work to tight deadlines in an organised manner and to a high standard.
- Able to work both independently and as part of a team.
- Excellent listening and verbal communication skills and a flexible, patient attitude.
- Ability and desire to develop and support a team of volunteers and staff and to support the Project Development internship programme.
- Proficiency in Microsoft Office, particularly Word, Excel, and PowerPoint; familiarity with PowerQuery would be an asset.

Application Procedure:

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to Mark Jacobs, SEED Madagascar's Managing Director by email to projects@seedmadagascar.org on or before the 10th of February 2021.

More information on the work of SEED Madagascar can be found at www.madagascar.co.uk.

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.